

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "open" purchase orders to be issued for generic supplies in an amount not to exceed \$50,000 or the line-item appropriation, whichever is less. These purchase orders may not run beyond the end of the current fiscal year. They may, but need not, be limited to a specific vendor. Only one "open" purchase order may be outstanding at one particular time for any one line-item appropriation.

An open purchase order for a "specific" line-item appropriation may be issued for any amount not to exceed the line-item appropriation fund. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items, utilities and any other specific recurring and reasonable predictable operating expense. The specific purpose purchase order may not extend beyond the current fiscal year.

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District.

The Superintendent and the Director of Business Affairs serve as purchasing agents for the District.

[Adoption date: August 14, 2001]

[Re-adoption date: July 26, 2004]

[Re-adoption date: October 25, 2004]

LEGAL REFS.: Ohio Const. VIII, Section 2e

ORC 9.314

3313.171; 3313.172; 3313.18; 3313.29; 3313.31; 3313.33; 3313.37;

3313.46

3319.04

3327.08

5705.38; 5705.40; 5705.41; 5705.412

CROSS REFS.: DJC, Bidding Requirements

DJF, Purchasing Procedures

DK, Payment Procedures