

PURCHASING

Code **DJ** Issued **8/04**

Purpose: To establish the basic structure for the expenditure of district funds.

It is the policy of the district to conduct all matters involving purchasing in accordance with the district's procurement code which is the state plan. A copy of this code can be found in the district administrative offices.

Purchase orders must be used for purchases of supplies, equipment and services that total \$100 or more. The purchase order must be completed, signed and approved by appropriate personnel prior to the actual purchase. Each school principal will be responsible for developing appropriate purchase order procedures for school staff.

Exemptions

The school board may exempt specific supplies or services from this policy. The following supplies and services are exempted from this policy.

- books, periodicals, newspapers, technical pamphlets, standardized tests and testing materials, copyrighted educational materials, films and transparencies
- public utilities and solid waste collection fees
- travel, provided district travel request forms are properly completed
- workshops, seminars, conferences
- professional journals
- taxes, social security, annuities, credit union
- refunds on health insurance
- oil company credit cards/purchases for gas, oil and emergency repairs
- professional services normally obtained on a fee basis such as attorneys, accountants, physicians or dentists, provided that no such services may be awarded without approval of the board
- court reporters
- professional dues, registration and membership fees
- instructional training seminars or staff development provided by the district to district employees and those contractual services necessary to provide these services
- diplomas
- U.S. postage stamps, postage meters and post office boxes
- expert witness services
- furniture refurbishing services of the Department of Corrections
- services and/or supplies provided by the Division of General Services to public procurement units
- maintenance services, provided such services are secured from approved sources
- vending machine orders
- school cafeteria food orders

Purchases that are less than \$100 total for school supplies may be made by appropriate school personnel. Each school principal will also develop appropriate guidelines for such purchases. In all cases a proper receipt signed by the purchaser must be presented for reimbursement to be paid through regular district check writing cycles.

Adopted 8/13/91; Revised 9/12/00, 10/14/03, 8/10/04