

Section 3000 – Fiscal Management

3610 Purchasing Goods and Services

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The Superintendent shall be the purchasing agent for the District.

Purchasing - General Philosophy

The business administrator or designee shall secure the best possible prices for all projects, materials and services. The low bid or quotation from a responsible bidder shall be acceptable in all cases where the standard of quality is considered adequate, the specifications are met, and there is no justifiable disadvantage to the District. The low bid need not be accepted if it does not meet District standards.

Purchase of Equipment and Supplies

No materials or services may be purchased or encumbered without a purchase order authorized by the business administrator, or designee. Authorized petty cash purchases are not subject to the above provision.

Purchase of Student Uniforms and Equipment

Every effort shall be made by all concerned to make student or other extra-curricular activities self supporting.

Sealed Bids

The business administrator or designee shall utilize sealed bids for construction of, or additions to school buildings, in accordance with existing state law. Sealed bids shall also be utilized for the purchase of supplies and equipment in excess of the base determined annually.

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law or subject to the limitation as the Board may impose unless competitive bids for those goods and services are obtained and the Board approves the purchase.

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Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Emergency Purchases

The Superintendent may approve emergency purchases without using the quotation or bidding process subject to the limitations of the amount set forth by the state of Michigan. Such emergencies may arise because of an accident or other unforeseen occurrence that could affect the life, health, welfare or safety of the District's students or employees or preserve the property of the District. The Board as soon as possible after the purchase is made shall consider any such purchase. Such purchases shall not be made to circumvent the purposes of the competitive bid law.

Employee Conflict of Interest – Purchases

Employees in a position to influence decisions on purchases shall not have a personal financial interest either directly or indirectly in purchase for the District, or benefit directly or indirectly from any financial transaction, unless that interest has been fully disclosed and the person involved has removed himself/herself from the decision-making process.

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