Purchasing

I. General: The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the District’s programs and services represent a significant expenditure of District funds. Therefore, purchases shall, when practicable, be made competitively and without prejudice in order to obtain the maximum educational value for every dollar expended.

II. Designated Agents: The Board designates the Superintendent as the Fiscal Agent for all federal and state programs and as the Purchasing Agent for the District.

III. Purchasing Authority: The Board authorizes the Superintendent to approve expenditures for the purchase of supplies, equipment, and services from District funds according to the District’s budget. The Superintendent may further authorize purchasing authority to the Finance Director or other designee. Employees who make purchases without appropriate authority or proper paperwork may be held personally liable for such purchases and may be subject to disciplinary action.

All expenditures for purchases approved by the Superintendent or the Superintendent’s designee must be within unencumbered balances of budgeted appropriations. When a purchase has been approved by the Superintendent or the Superintendent’s designee, the price may be adjusted by up to ten percent (10%) but not greater than $500.00 to accommodate slight increases in price or other adjustments.

IV. Purchasing Procedures: The Administration shall develop, maintain, and implement purchasing regulations and procedures consistent with this policy. Such regulations and procedures shall specify when solicitations, bids, and quotations are required to be utilized. The District shall have the right to refuse any and all bids or quotations even though the bid or quotation may be the lowest.

Bids or quotations may not be required for purchases of:

1. insurance,
2. bonds,
3. sureties,
4. professional services,
5. consulting services,
6. services of independent contractors,
7. testing and evaluation services,
8. used vehicles, equipment, and fuel for transportation,
9. services, supplies, and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central Services,
10. items provided only by a single vendor.

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  12-13-13
  2-14-14
V. **Public Competitive Bidding Act:** All purchases subject to the Public Competitive Bidding Act of 1974 (61 O.S. § 101 et seq.) shall be made in accordance with and compliance with the provisions of the Act.

The Board’s approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

VI. **Receipt of Items Purchased and Payments:** The Administration shall develop, implement, and maintain procedures and any necessary forms for the verification of delivery where applicable and the payment of vendors, contractors, and providers.

VII. **Promotion of District:** In furtherance of the District’s mission and goals, the Superintendent is authorized to purchase food and/or beverages to serve at meetings, conferences, banquets, or other events which promote the services offered by the District.

VIII. **District-owned Credit Cards and Purchase Cards:** District-owned credit cards and purchase cards will be maintained by the Superintendent and/or designee and shall be used for specific purposes to assist in the procurement of goods and services for the District in accordance with the District’s policy and administrative regulations.

**Rewards, points, rebates, or cash-back:** Any rewards, points, discounts, rebates, cash-back or similar benefits earned or awarded as a result of purchases from District funds, whether purchased on a District credit or purchase card on a personal credit card, shall be the property of District. Employees who utilize or receive rewards, points, discounts, rebates, cash-back or similar benefits earned or awarded as a result of purchases from District funds for personal benefit will be disciplined up to and including termination.

IX. **E-Rate Procurement Policy:** In selecting service providers for all eligible goods and/or services for which Universal Service Fund (E-Rate) support will be requested, the Administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Services Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
2. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bid process and not including service provider contact information on the FCC Forms 470.