

# Huntingdon Special School District Procurement Procedures Effective July 2007 Updated June 2016

In accordance with EDGAR 80.36 and 2 C.F.R. § 200.318 the following procurement procedures have been established for Huntingdon Special School District:

## **Expenditures:**

All expenditures shall be approved by the school board or the director of schools when authorized. In the case of federal programs, Career and Technical Education, special education, McKinney-Vento, and LEAPs projects, the project director will initially approve all expenditures with final approval being made by the director of schools. No expenditures shall be made except on an approved purchase order or contract. No expenditure may be authorized or made which exceeds the appropriation for any fund of the budget as adopted or amended. Likewise, employees of the school system will not create or authorize creation of a deficit in any fund. Expenditures or encumbrances will not be authorized, made or incurred in excess of any fund balance.

## **Purchasing:**

Huntingdon Special School District will purchase competitively and seek maximum educational value for every dollar expended. The authorization to purchase shall be provided by the board, and the director of schools shall serve as purchasing agent for the system-wide purchasing. Purchase made by anyone not authorized by the appropriate official(s) shall become the personal responsibility of the persons making the purchase agreement. Just as the director of schools serves as the purchasing agent for system-wide purchasing, principals will serve as the purchasing agent for the individual schools.

The director of schools must approve the following purchases:

1. a single piece of equipment costing more than \$5,000.00.
2. an item that is to be attached to or one that requires alteration of the building; or
3. an item that will become a permanent fixture.

**Routine Purchases:**

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in each individual budget and will normally be authorized by the board at the beginning of the fiscal year. The director of schools shall make all routine purchases from the General Purpose budget with district project directors making routine purchases from individual projects without further board authorization.

**Bids and Quotations:**

All purchases of supplies, materials, equipment, and contractual services in excess of \$5,000.00, including those of individual schools, shall be based on competitive bid. These bids shall be solicited by advertisement in a newspaper of general circulation within the school system. However, a newspaper advertisement may be waived by the purchasing agent in an emergency. The purchasing agent shall be responsible for advertising bids and receiving quotations.

All purchases of \$5,000.00 or less, including those of individual schools, may be made in the open market without notice, but shall, whenever possible, be based on at least three competitive bids.

The lowest and best bid shall be accepted, provided the purchaser reserves the right to reject any or all bids or any part of any bid and, if applicable, to accept that bid which is best evidenced by reasons relative to the purpose of the purchase. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified shall not be considered. Under no circumstances will any bids be accepted by individuals, companies, or corporations whose name(s) appear on the official debarment list published by the United States government.

**Purchase Orders:**

All purchases made by Huntingdon Special School District shall be made by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. The only exceptions to this are for purchases of \$50.00 or less which require no purchase order and for travel expenses which will be covered by a travel voucher.

All purchase orders will include the following:

1. A specification which adequately describes to the supplier the characteristics and the quality standards for the item(s) purchased

2. A firm, quoted, net delivered price, whenever possible, and
3. Signature of project director (if applicable) and purchasing agent

### **Vendor Relations**

No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or service.