

The Superintendent shall be the sole purchasing agent for the District.

Purchasing From District Employees

The Board shall not purchase equipment or supplies from an employee of the District, nor from a member of a household of an employee, nor from any firm in which an employee or member of his/her household holds a 10 percent or greater financial interest.

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

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the District's students or employees.

Purchase Order System

All persons purchasing goods for the Districts shall follow the District purchase order system and procedures as set up by the Superintendent and bookkeeper.

Approved: June 12, 2000  
LEGAL REF: MCL 15.321-330

The following provisions, quoted from the official records, outline the plan to be followed in purchasing supplies:

1. Purchase Requisition blank (teaching supplies/equipment). This form is designed to advise the building Principal that books or supplies are required by the various departments. The form is made out in duplicate and signed by the person ordering. The duplicate is retained by the requisitioning person, and the original sent to the building Principal and is the basis for the purchase order. Requisitions are to be given to all teachers on or before February 1 of each school year and returned to the Principal on or before March 1 of each year. Items to be listed in order of priority of greatest need. If funds are not available, items will be stricken or held over for one year. During the school year only essential supplies will be ordered, but equipment will not.
2. Purchase Order. The purchase order is made out in triplicate by the Superintendent and filed. After the invoice has been approved for payment by the Superintendent, he/she will forward it to the bookkeeper's office for payment.