

Hawkins County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 04/05/18
		Rescinds: 2.805	Issued: 02/02/12

1 *General*

2 The school system will purchase competitively and seek maximum educational value for every dollar
3 expended. Authorization to purchase shall be provided by the board. The director of schools shall serve
4 as purchasing agent for system-wide purchasing.¹ Principals shall serve as purchasing agents for
5 individual schools.

6 Purchases made by anyone not authorized by the appropriate officials shall become the personal
7 responsibility of the persons making the purchase agreement. The board will not, under any
8 circumstances, be responsible for payment for any materials or supplies purchased by unauthorized
9 individuals or in an un-prescribed manner.

10 No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other
11 employee unless he/she first receives a written purchase order from the proper office.

12 The board will purchase locally whenever the conditions are comparable.

13 The board must approve the following purchases:

- 14 1. a single piece of equipment costing more than five thousand dollars (\$5,000.00);
- 15 2. one that is to be attached to or one that requires alteration of the building; or
- 16 3. one that will become a permanent fixture.

17 *Central Office*²

18 **ROUTINE PURCHASES**

19 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for
20 the operation of the school system. These expenditures shall be anticipated and provided for in the budget
21 and will normally be authorized by the board at the beginning of the fiscal year. The director of schools
22 shall make all routine purchases without further board authorization; however, the board shall be
23 promptly informed if any substantial variation from budgeted estimates becomes necessary.

24 **SPECIAL PURCHASES**

25 Special purchases are those which are not routine and which may or may not be specifically identified
26 by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles,
27 buildings, major contracts, purchases of major equipment, items for long-term use, and supplies of an
28 unusual quantity or nature. All purchases in this category shall require specific prior board approval on
29 an item-by-item basis. In its approval, the board may place constraints on the director of schools

1 requiring board evaluation and/or approval at various steps in the procurement process. This will be
2 determined by the board on an individual basis depending on the nature of the procurement action.

3 **EMERGENCY PURCHASES**

4 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
5 protect property from damage, or to avoid major disruption of educational activities. If within budgetary
6 limits and deemed essential, emergency purchases may be made by the director of schools. However, if
7 the purchase is of such significant magnitude as to impact the integrity of the budget, the chairman shall
8 call a special or emergency meeting of the board to deal with the matter. In any event, the board shall be
9 advised promptly of all emergency purchases.

10 **PURCHASING OF SURPLUS PROPERTY**

11 The director of schools and other employees designated by the board shall be authorized to act for the
12 board in acquiring federal surplus property through the Tennessee General Services Department for
13 surplus property and in entering into agreements, certifications, and covenants of compliance concerning
14 the use of federal surplus property.

15 Further, the director of schools is authorized to purchase any needed items through suppliers approved
16 on the state bid list.

17 **COOPERATIVE PURCHASING**

18 The board, at its option, will join in cooperative purchasing with other school systems to take advantage
19 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying
20 appears to be to the benefit of the system.

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8

Cross References

Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601