

Franklin County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Purchasing	Descriptor Code: 2.805	Issued Date: 08/10/15
		Rescinds: 2.805	Issued: 01/13/14

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 finance department shall serve
4 as purchasing agent for the Board.¹ Principals shall serve as purchasing agents for individual schools.

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

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

12 *Individual Schools*

13 The director of schools must approve the following purchases:

- 14 1. The purchase of a single piece of equipment costing more than five thousand dollars (\$5,000);
- 15 2. The purchase of one piece of equipment that is to be attached to or one that requires alteration of
16 the building;
- 17 3. The purchase of one piece of equipment that will become a permanent fixture; and
- 18 4. The lease of equipment (i.e. copier) for more than one year - this also requires approval of the
19 County Commission.

20 *Central Office*

21 **ROUTINE PURCHASES**

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

27 **SPECIAL PURCHASES**

28 Any purchase exceeding \$10,000 that is not specifically included in the budget shall require prior
29 approval of the Board prior to the actual purchase.

1 **EMERGENCY PURCHASES**

2 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
3 protect property from danger or to avoid major disruption of educational activities. If within budgetary
4 limits and deemed essential, emergency purchases may be made by the director of schools. However, if
5 the purchase is of such significance magnitude as to impact on the integrity of the budget, the chairman
6 shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board
7 shall be advised promptly of all emergency purchases.²

8 **PURCHASING OF SURPLUS PROPERTY**

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

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

15 **COOPERATIVE PURCHASING**

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

19 **ONLINE PURCHASING ²**

20 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution
21 should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted
22 with the following requirements:

- 23 1. Prior authorization must be obtained from the director of schools before setting up new online
24 accounts, and schools shall maintain a list of accounts.
- 25 2. Online purchases must be for school purposes and made in accordance with established policies
26 and procedures. School employees are prohibited from making personal purchases even with the
27 intent of reimbursing the school system. School employees are prohibited from using a school's
28 tax exempt status for personal purchases of any kind.³
- 29 3. The availability of money for the fund/account in question should be determined before Purchase
30 Orders are approved.
- 31 4. All Purchase Orders must be properly filled out and approved prior to a purchase.
- 32 5. Price quotes should be obtained where possible and/or practical and retained with other purchase
33 documentation.

34 **PURCHASING WITH FEDERAL GRANT FUNDS⁴**

1 Before grant funds are obligated or expended, the director or his designee shall review the cost of a
2 proposed expenditure and determine if it is an allowable use of federal grant funds.⁴ The director will
3 minimize the time that elapses between the transfer and disbursement of funds once an expenditure is
4 approved.

5 No person officially connected with or employed by the school system may participate in the selection,
6 award, or administration of a contract supported by a federal award if he or she has a real or apparent
7 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
8 any member of his or her immediate family, his or her partner, or an organization which employs or is
9 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
10 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the
11 director shall disclose the potential conflict to the federal awarding agency in writing.⁵

Legal References

1. TCA 49-2-206(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*; Section 4-9; 4-12
3. TCA 49-2-608(1)
4. 2 C.F.R. § 200.403
5. 2 C.F.R. § 200.112