

PURCHASING REQUIREMENTS

The purpose of this policy is to establish the minimum requirements and procedures to be followed in the purchasing, receiving, safeguarding and disposal of goods and services obtained for use in the operations of the school system.

I. AUTHORITY

The Tyler County Board of Education has the authority and responsibility, subject to the provisions of statute and rules and regulations of the West Virginia Board of Education, to acquire needed commodities and services in order to provide a thorough and efficient system of education for all Tyler County students. The Board of Education has delegated such authority and responsibility to the Treasurer, who shall be referred to as the purchasing director. This individual shall be responsible for:

1. Ensuring that all purchases and contracts are made in accordance with the provisions of applicable state statutes, this policy and all local policies;
2. Reviewing the specifications and descriptions before soliciting bids to ensure that they do not favor a particular brand or vendor;
3. Overseeing all bid openings;
4. Transferring to or between schools, or selling surplus, obsolete, or unused commodities.
5. Ensuring that funds are available for the purchase and that they have been properly budgeted and encumbered.

II. REQUISITIONS

A written requisition must be submitted to the Treasurer prior to committing county funds. No purchase from county funds will be honored without the signature of the Treasurer and Superintendent on the requisition. Upon approval, a County Purchase Order will be issued to the vendor.

Purchases made with school funds or quasi-public funds, such as Athletic Boosters, Band Boosters and PTA's, shall require submission of a school requisition form to the building-level Principal for prior written approval. Purchases of goods or services without the Principal's written approval on a school requisition form will not be valid.

III. OTHER PURCHASING PROCEDURES

The Tyler County Board of Education shall follow State Board Policy 8200: Purchasing Procedures for Local Educational Agencies and the WV Purchasing Policies and Procedures Manual.

REFERENCES: State Board Policy 8200: Purchasing Procedures for Local Educational Agencies, Effective August 14, 2003; Purchasing Policies and Procedure Manual for Local Educational Agencies in the State of WV, Office of School Finance, WV Dept. Of Education, Effective August 14, 2003. See Tyler County Board of Education's Administrative Procedures Manual

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