

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

2.9

Effective Date: 2/28/2011

Section: Fiscal Management

Subject: Purchasing via Federal Special Populations Funds (IDEA Part B, Preschool & ARRA Allocations)

Related Policy: School Board Policy 2.805

I. DEFINITIONS

II. PROCEDURES

1. Any staff member who needs to purchase an item, including technology and equipment, specifically for use with a student(s) with a disability(-ties) who is currently eligible for Special Populations services and is educated via an Individualized Education Plan (IEP), must submit in writing the request to the Director of Special Populations.
2. The Director of Special Populations will consider such requests. If approved the Director of Special Populations will give that staff member a purchase request form.
3. Upon submission of the purchase request form, the Director of Special Populations will approve the purchase order and obligation of federal funds for the request.
4. If the item requested is \$10,000 or greater, the Finance Department will advertise for bids and follow all Board Policies related to bids & approvals of such.
5. Once the item is received into the Central Office, it will be labeled and if it meets the definition of equipment tagged and added to inventory.
6. Once item is labeled according to purchase order number and budget funds were spent from, the item will be delivered to staff that requested the item.

III. ATTACHMENTS

Purchase request form from Marshall County Schools' Department of Special Populations.

Signature on File

Jacob Sorrells, Director of Schools