

709 PURCHASING

I. PURPOSE

The purpose of this policy is to define the process for purchasing supplies, equipment, materials and services that will be used to meet the educational needs of the school district.

II. GENERAL STATEMENT OF POLICY

The district office will define a process which meets state statutes, directives of the Minnesota Department of Education, the directives of the district auditor and business best practices. The measure of an efficient, effective purchasing process is the degree to which the right items are provided in the right quantity, to the right place, at the right time, and at the right price. The District declares its intentions to purchase competitively without prejudice or deceit, and to seek maximum value for every expenditure.

III. AUTHORIZATION

All school purchases, requests and orders must be pre-approved by a supervising administrator. The authorization will follow the directives and guidelines established by the District Office.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent and business director will establish district guidelines and directives for school district purchasing, including:

- A. Procedure for ordering a product from a vendor and the development of a bid or quotation specs, and the request for a proposal of services or products.
- B. Procedure for processing purchase orders and approving bids, quotations and request for proposals.
- C. Procedures for requesting payment for an expenditure, including a reimbursement of funds to a staff person.
- D. Procedures for inventory and verifying payment for services and projects.
- E. All purchases must have a documented pre-approved form from an administrator and receive proper budget coding.

V. ORDERS, QUOTATIONS, BIDS AND REQUEST FOR PROPOSAL REQUIREMENTS

- A. All purchases of products, services and equipment must follow the requirements of the Minnesota State Statutes, including:
 - 1. Purchases of less than \$10,000 may be completed through quotations or in an open market.

2. Purchases of \$10,000 to \$175,000 require the minimum of two quotes. The quote will be awarded to the lowest responsible, qualified bidder taking into consideration the quality of the product and the ability to perform given the needs of the district.
 3. Purchases exceeding \$175,000 shall be put to bid with the exception of professional services or book requests under the copyright law.
- B. All purchases must be signed and dated indicating receipt of merchandise and forwarded to the District Office for payment.
- C. All requests for proposals of services will include an explanation of services being sought, criteria for selection, and the application and selection process.

Every three-to-five years, the district shall complete a request for proposals for services.

VI. PURCHASE ORDERS AND CHECK REQUEST PROCEDURES

Requests for Checks on Locally Purchased Items: Items purchased locally without a purchase order will need a Request for Check form submitted. A Request for Check form must have the receipt attached to the form, and necessary approval and coding completed. Employees seeking a Request for Check must be aware of the Alexandria Public Schools tax exempt status and realize the district will not reimburse an individual for sales tax occurred on a Request for Check form.

Policy Adopted: 9/16/02, 9/19/16, 9/23/19
Alexandria Public Schools - No. 206
Alexandria, Minnesota