

BOARD POLICY: OPERATIONAL SERVICES

4200

Section A - Purchases and Contracts

The Superintendent or designee shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Section B - Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability of both the product and provider, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law.

Section C – Budget Authorization

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items or an aggregate of items in any one contract that exceed \$25,000 require prior Board approval. It is the expectation of the Board that administration will consult with the Board Attorney as needed regarding the legal requirements for purchases or contracts.

Section D – Reporting and Website Publishing

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

Approved: June 22, 2015