

PURCHASING AND ACQUISITION

CH  
(LOCAL)

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|-------------------------------|---|
| PURCHASING AUTHORITY          | The Board delegates to the Superintendent or the Superintendent's designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of \$25,000 or more shall require Board approval before a transaction is culminated.   |
| RESPONSIBILITY FOR DEBTS      | The Board shall assume responsibility for debts incurred in the name of the Department so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures regarding purchases and expenditures. The Board shall not be responsible for debts incurred by unauthorized persons or organizations not directly under Board control or who were acting outside their departmental authority. Full responsibility for payment of unauthorized purchases shall be assumed by persons making such purchases.  |
| PURCHASE COMMITMENTS          | Purchase commitments shall be made by the Superintendent or the Superintendent's designee on properly drawn and issued Departmental documents.  |
| AUTHORIZATION PROCESS         | An authorized employee in charge of a division, school or service area budget may initiate a requisition for items included in their approved budget in accordance with administrative policies and procedures.   |
| COMMITMENT OF CURRENT REVENUE | <p>A contract for the acquisition, including lease or purchase, of real or personal property is a commitment of the Department's current revenue only, provided the contract contains any or all applicable of the following provisions:</p> <ul style="list-style-type: none"><li>• The Board's continuing right to terminate the contract at the expiration of each budget period during the term of the contract;</li><li>• Conditioned on a best efforts attempt by the Board to obtain and appropriate funds for payment of the contract.</li><li>• When appropriate a municipal funding out clause.</li></ul> |
| PETTY CASH                    | Each Department facility may have a petty cash fund not to exceed \$400 per facility.   |
| DONATIONS                     | See GE (Local) or BAA (Local).  |
| PERSONAL PURCHASES            | Department employees shall not be permitted to purchase supplies or equipment for personal use through Department Purchasing.   |

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COMPONENT,  
SEPARATE OR  
SEQUENTIAL  
PURCHASES

An employee shall not intentionally or knowingly make or authorize component, separate or sequential, or component purchases to avoid the competitive solicitation process.

*“Component purchases”* means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

*“Separate purchases”* means purchases, made separately, of items that in normal purchasing practices would be made in one purchase.

*“Sequential purchases”* means purchases over a period of items that in normal purchasing practices would be made in one purchase.

CONTRACTS FOR  
GOODS AND  
SERVICES

The Board shall cause policies and procedures to be developed for the administration of contracts entered into in the name of the Department for the delivery of goods and services. The Board is not responsible for contracts entered into by unauthorized persons or organizations not directly under Board control or contracts entered into without complying with or contrary to existing policy or law. Full responsibility for the delivery of good and services under unauthorized contracts shall be assumed by persons entering into such contracts.

COMMITMENTS FOR  
THE DELIVERY OF  
GOODS AND  
SERVICES

Commitments for the delivery of goods and services shall be made by the Superintendent or Superintendent’s designee on properly drawn contracts.

AUTHORIZATION  
PROCESS

Authorized employees in charge of a division, school or service area budget may initiate the commitment of goods and services included in their approved budget in accordance with administrative policies and procedures.

INTERLOCAL  
CONTRACTS

All interlocal contracts shall require approval of the Board.

REVENUE  
CONTRACTS

All revenue contracts for the delivery of goods and services that total \$50,000 or more shall require the approval of the Board. All revenue contracts for the delivery of goods and services that total less than \$50,000 shall require the approval of the Superintendent or Superintendent’s designee and be presented to the Board for information purposes.

EXPENDITURE  
CONTRACTS

All expenditure contracts for the delivery of goods and services that total \$25,000 or more shall require the approval of the Board.