

Purchasing Authority

The Board declares its intention to purchase competitively and to seek maximum educational value for every dollar expended. Except as otherwise provided by law, purchase of items exceeding, in aggregate value, the bidding threshold amount for public schools must be made by bid.

Definitions

For the purposes of this policy:

- A *contract* means an agreement entered into by the Board for the sale or purchase of supplies, materials, equipment or the rental thereof.
- "Construction" means the process of building, altering, repairing, improving, or demolishing any public structure or building or other improvement to any public property.
- "Cooperative Purchasing" is the process as defined in NDCC 54.44.4-13 and as allowed in NDCC 15.1-09-34.

Designation and Duties of Purchase Agent

The Superintendent is appointed by the Board to serve as purchasing agent and shall be responsible for developing and administering the purchasing program of the District. The purchasing agent will devise an efficient and economical system of requisitioning and purchasing that conforms to state statutes, board policies, and administrative regulations. The purchasing agent shall develop procedures for staff to request purchase of equipment and supplies.

Purchase Approval and Limits

Regular operational expenditures may be approved at the administrative level provided they fall within the following category:

1. Specific or implied expenditures provided for in the general budget;
2. Purchases made in individual schools not subject to the bid law; and
3. Purchases that have been complied with under the state bid law.

In addition to the above limits on purchase approval, the purchasing agent shall ensure that purchases not defined as cooperative purchases are made in compliance with the following parameters:

- Bids may also be called on purchases under \$50,000 where, in the opinion of the purchasing agent, the welfare of the schools will be served.

- If the amount of the contract is estimated to exceed \$10,000 but not \$50,000, the contract may be made either upon sealed bids or through direct negotiations by obtaining two or more written quotations for the purchase or sale when possible at the discretion of the Superintendent or designee, and without advertising for bids or otherwise complying with the requirements of competitive bidding.
- If the amount of the contract is estimated to be less than \$10,000, the contract may be made either upon written quotation or in the open market at the discretion of the Superintendent or designee. Insofar as practicable, such purchase will be based on at least two written quotations.
- If the amount of the construction contract is estimated to be less than \$50,000, the contract may be made either upon written quotation or in the open market at the discretion of the Superintendent or designee. Insofar as practicable, such purchase will be based on at least two written quotations.
- If the amount of a construction contract is estimated to exceed \$50,000 but not \$200,000, the Board may not enter into a contract without first advertising for sealed bids or proposals in accordance with NDCC 15.1-09-34.

Recordkeeping

All quotations obtained and contracts entered into under this policy will be kept on file at least six years.

A complete central record system will be maintained by the purchasing agent. All purchase orders shall be subject to board review.