

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The Board will abide by the letter and the spirit of all laws and regulations relating to purchases by the school district and the control of its finances and property. All contracts must be approved by the Board in order to be binding on the school district.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower will be made in accordance with good business practices with the primary purpose of serving the instructional program.

The business manager will serve as the purchasing agent. He/She will develop and administer the purchasing program for the schools with the assistance of the superintendent, within the legal requirements, and the adopted school budget.

Compliance with bid laws is required, unless exempt by law, when a purchase for supplies or services exceeding \$50,000 is anticipated, or if the contract for the construction of a public improvement is in excess of \$100,000.

Before entering into a contract using federal funds, the district will check the government-wide Excluded Parties List System in the System for Award Management (SAM) to ensure the contractor is not suspended, debarred, or otherwise precluded from receiving the contract award.

All materials to be ordered by school district staff must be requisitioned through the principal or department head, and the business manager for processing by the business office. Principals and department heads will review all requisitions verifying requested items are needed and funds are available within the budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the business manager, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds or a department purchasing card.

The business office will maintain a central record system of orders for the purpose of combining orders, avoiding duplication of purchases, taking full advantage of lowered prices for bulk purchasing, to follow up on delayed orders of delivery, and to reconcile deliveries to orders before payment is made.

If any person orders materials without going through the business manager's office, the person ordering the materials will be individually responsible of the payment of materials.

Legal References

SDCL 13-16-24; 13-20-1; 13-20-3

Policy

Adopted: 06/25/2001

Revised: 01/12/2015, 05/10/2021, 09/11/2023