

EUREKA COUNTY SCHOOL DISTRICT

DISTRICT PURCHASING

It shall be the policy of the Board that, when funds are available, all purchases contemplated within the current budget and not subject to bid shall be made in manner that will provide maximum educational value for the district.

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the superintendent.

The function of District purchasing is to serve the educational program by providing necessary supplies, equipment, and services. In the interest of efficiency and economy, items commonly used in the various schools and their subdivisions will be standardized when consistent with educational goals.

The Board of Trustees appoints the Superintendent as the authorized representative of the Board to be responsible for the development, award, and proper administration of all purchases, sales, and contracts for the District. The Superintendent may designate any person(s) on an ad hoc basis as the authorized representative of the Board for one or more particular purchases, sales, and contracts. With the exception of the Board's authorized representative(s), no obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action, and/or Board policy. In all cases calling for the expenditure of District money, except payrolls, a requisition and purchase order system must be used.

All purchases require a properly approved purchase order. Statements, invoices, bills, etc. incurred without an approved purchase order will not be paid. Requests for reimbursement or payment of unauthorized purchases will be returned unpaid to the requestor. Purchases made in excess of an authorized amount may result in partial payment and/or the return of goods. The employee responsible for an unauthorized or excessive purchase may be: 1) held personally responsible for payment, and 2) reported to his or her manager.

The District may not be liable for the cost of goods or services delivered to any address other than an authorized District address. Delivery to personal addresses is strictly prohibited. Summer delivery arrangements may include shipping to a warehouse, central office, or schools with summer staff.

The District has been granted sales/use tax exempt status. District purchases must not include sales/use tax. Online orders should go through the central office in order to avoid sales tax charges.

ADOPTED: 03/10/92

REVIEWED: 11/13/18

REVISED: 07/11/23

The Superintendent or designee is authorized to enter into and approve payment on contracts obligating District funds for products, materials, supplies, capital outlay, and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by District employees, such as custodial, food service, and transportation services.

The business office will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the business office will direct payment of the just claims against the District. The Chief Financial Officer is responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee, or agent of the District shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative, or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the District by any Board member, officer, or employee of the District is prohibited.

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