

**Purchasing**  
**F-140-P**

The Superintendent or designee will supervise District purchases to ensure compliance with the District's budget, as well as state and federal law. Purchases that exceed \$25,000 must have prior Board approval unless the Superintendent determines an emergency exists. District staff members are encouraged to purchase products manufactured, assembled or produced in the United States. The District will follow all requirements for purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs.

**Purchasing Generally**

The Superintendent or designee will supervise District purchasing to ensure the following:

1. No purchase that may exceed \$25,000 will be made without prior Board approval, unless it is an emergency and is approved by the Superintendent.
2. Purchases may only be made through a purchase order, credit or purchasing card, or through petty cash.
3. All purchases must receive approval from the appropriate supervisor responsible for the budget code from which the purchase is made.
4. The Superintendent or designee must approve travel expenses such as airline tickets and hotel reservations.
5. All purchases must be appropriately documented consistent with District guidelines. Documentation related to purchases will be maintained in accordance with the Missouri Secretary of State's retention manual and include an audit trail linking the solicitation, evaluation, award and payment.
6. District staff will provide the District's tax-exempt letter to vendors before making any purchase that may be taxed.
7. No contract will be entered into or bill paid without the proper documentation and an affirmative vote from a majority of the whole Board.
9. Any contract to provide the District services in excess of \$5,000 to the District must be conditioned on the provider submitting a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the U.S.

### **Competitive Purchasing**

Unless bidding or other procurement method is required by law for a particular type of product or service, the District will comply with the following:

#### ***Purchases Less Than \$10,000***

Employees will contact multiple providers before making a purchasing decision under \$10,000.

#### ***Purchases More Than \$10,000 but Less than \$250,000***

If the estimated expenditure is more than \$10,000 but less than \$250,000, the employee authorized to make the purchase must receive purchase approval from the Superintendent or designee. Employees will contact multiple providers before making a purchasing decision under \$10,000.

#### ***Purchases More Than \$250,000***

If the estimated expenditure is \$250,000 or more, the purchase will be made after receiving sealed bids through the Superintendent or designee.

### **Emergency Purchasing**

Unless competitive bidding is required by law, the Superintendent may waive the requirement of competitive bids or proposals when an emergency exists.

### **Request for Proposals and Negotiations**

Requests for proposals (RFP's) may be sought in the same manner as competitive bids when competitive bidding is not required. The District will select the best proposal as determined by the evaluation of the RFP and any negotiations. The Superintendent or designee shall have the right to reject any or all proposals.

### **Single Source Providers**

The Superintendent or designee may waive the requirement of competitive bids or proposals when there is only one feasible source for the purchase.

### **Routine Purchases**

The Superintendent or designee may bid or negotiate for the products or services to be routinely purchased throughout the school year. The Superintendent or designee will approve providers at least annually to ensure that the prices of the products and services provided remain competitive.

## **Cooperative Purchasing**

Cooperative purchasing, including local and state intergovernmental agreements, may be used as approved by Superintendent or designee.

## **Legal Requirements for Specific Types of Purchases**

The District will comply with all procurement laws relating to specific types of purchases, including, but not limited to, the following:

1. **Auditors**: The District must competitively bid for qualified auditing services. See 5 C.S.R. 30-4.030.
2. **Construction Projects**: Construction projects that may exceed \$50,000 shall be advertised in a newspaper of general circulation and competitively bid. See ' ' 107.170, 177.086, 285.530, 290.210 - .340, 292.675, RSMo.
3. **Construction Managers and Design-Builders**: Construction management, construction manager at risk and design-build contractor services must be advertised, bid and selected in accordance with law. See ' ' 8.675 - .687, 67.5050, .5060, RSMo.
4. **Depositories**: Depositories of funds will be competitively bid at least every five years. See ' ' 165.201 - .291, RSMo.
5. **Design Professionals**: Purchases of architectural, engineering or land surveying services must be advertised, bid and selected in accordance with law. See ' ' 8.285 - .291, RSMo.
6. **Food Service Management**: Food service management companies will be competitively bid in accordance with state and federal law. See 7 C.F.R. ' 210.16; 5 C.S.R. ' 30-680.010.
7. **General Liability Insurance**: General liability and other forms of insurance contracts will be competitively bid at least every six years. See ' 376.696, RSMo.
8. **Health and Life Insurance**: Health and life insurance contracts will be competitively bid at least every three years. See ' 67.150, RSMo.
9. **E-Rate Purchases**: When purchasing services using federal E-Rate Funds, the District will comply with federal law detailing the competitive bidding process. See 47 C.F.R. ' 54.503.
10. **Purchases from Board Members or Employees**: Transactions with School Board members or employees, their spouses, dependent children in their custody and businesses they are associated with will only be conducted as required by law and Board policy. See ' ' 105.454, .458, 171.181, RSMo.

## **Purchasing Preferences**

When purchasing, the District will comply with all legal requirements for the preferred selection of providers, products and services

**Credit and Purchasing Cards**

The following rules apply to the use of District credit or purchasing cards:

1. The Board will set limitations on the use of the Superintendents credit/purchasing card. The Superintendent will set the limit on all other credit/purchasing cards.
2. Any employee using a District card shall first sign a card usage agreement and receive training on procedures for card use.
3. Employees issued credit or purchasing cards must reconcile their statements every month. Documentation, including receipts and the appropriate budget code, will be produced for each item purchased.
4. The Superintendent or designee will examine all documentation prior to payment. If any purchase was made by an employee contrary to law, Board policy or administrative procedures, the Superintendent/designee will immediately confiscate the card.
5. District cards will not be used to purchase personal items, or unauthorized items.