

MACCRAY Public School Policy 715

Adopted: 1/22/2007

Revised: 6/13/2016

715 PURCHASING

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for purchasing goods and services for the MACCRAY Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of the MACCRAY Public Schools to purchase goods and services in accordance with the applicable provisions of law. It is also the intent of the Board of Directors to be good stewards of the resources available to the school.

III. REQUIREMENTS

- A. The Board of Directors approved budget shall be considered as the authority for all expenditures that are made during a fiscal year.
- B. The primary concern of the Board of Directors is that overall expenditures for any fiscal year do not exceed revenues. Categorical breakdowns will be used primarily for budget control and for future budget planning.
- C. The respective principal shall approve all purchases made in the name of the school district except those authorized by direct action of the Board of Directors. The Board of Directors shall review all claims monthly and all claims shall be approved by the Board prior to payment except those advance payments authorized in this policy.
- D. Purchases exceeding \$5,000 shall require bids or price comparisons from a minimum of three (2) vendors unless time constraints or availability dictates otherwise. The information regarding these bids needs to be submitted with the original requisition prior to the purchase being made. The principals and/or Superintendent have discretion in this matter.
- E. Bids and/or quotations will be received for the purchase of goods and services as per M.S. 471.345, Subd. 1-14. and M.S. 471.6161.
- F. The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by the respective principal.
- G. No orders are to be placed by any staff member, without the authorization of the building principal or superintendent. This applies to books, office supplies,

custodial supplies, science equipment, audio-visual films and equipment, musical instruments and equipment, music, computer software, etc.

- H. In accordance with MN Statute 471.895, it shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the MACCRAY Public Schools.
- I. Orders approved by the respective principal will be on the basis of requisitions filed on the proper form by staff members. The requisition should give all the information requested, such as name and address of the vendor, catalog number of articles requisitioned, the number of the catalog or the year it was issued, exact copyright date and title of books or publications requisitioned and, if possible, a definite statement of price of items requisitioned or of repairs or labor, etc. All requisitions should be signed by the respective principal.

IV. APPROVAL AND PAYMENT FOR GOODS AND SERVICES

The Business Office shall issue checks for all just claims against the MACCRAY Public Schools upon approval by the Board of Directors. The Business Office is authorized to issue checks prior to the approval by the Board:

- upon a just claim for payment of travel advances;
- for payments to outside contractors (i.e. grant writers);
- for outstanding bills of the school district that have not been paid within 31 days of the invoice date because of payment delays which were not the fault of the vendor;
- for partial payments on construction projects or other formal bid purchases previously approved by the Board;
- for investments in legally authorized securities;
- for payment of claims, which if deferred until the next Board meeting, would result in the loss of a discount privilege; and
- to make payment of salaries pursuant to the terms of written contracts entered into by the Board of Directors.

All claims for which checks have been issued prior to approval by the Board (as provided in this Policy) shall be presented for approval at the next Board meeting when claims are normally acted upon.

Legal Reference:

Minn. Stat. § 1203.37 (Contracts)
Minn. Stat. § 471.345 (Contract
Law)
Minn. Stat. § 471.6161 (Group Insurance)
Minn. Stat. § 471.64 (Government
Contracts)

Cross Reference:

MSBA Service Manual, Chapter 13, Contract and Bid
Procedures MACCRA Y Policy 421 (Gifts to Employees)
MACCRA Y Policy 716 (Conflict of Interest-Purchasing)
MACCRA Y Policy 717 (Reimbursement for Expenses
Incurred)