

PURCHASING

By an affirmative vote of not less than two-thirds of all the members, the Board may select, authorize and direct the purchase of additional land needed for school purposes.

The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program..

The superintendent or designee will supervise district purchasing and may authorize purchases on behalf of the district that conform to the Board-adopted budget. Such transactions are not to exceed budget limitations, unless the budget is modified by the Board. All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

The superintendent or designee shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the appropriate budget supervisor/manager to the superintendent. No payment of a bill will be made without proper purchase documentation.

Accounts may be established at individual schools to process receipts and expenditures related to student activity funds. Expenditures from these accounts must be approved by the building principal. Monthly reports related to activity fund accounts must be submitted to the office of Business Services.

All district employees must report suspected fraud, theft or misuse to the superintendent or designee immediately. District employees may be disciplined or terminated for failing to follow this policy or district procedures and for any misuse of district resources, including district purchasing cards. Under no circumstances may employees use district funds to make unauthorized or personal purchases. The superintendent or designee will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where fraud or theft is suspected.

Bidding Requirements

The district will conduct competitive bidding for the construction of facilities that are projected to exceed an expenditure of \$15,000, and for insurance contracts, bank depository services and other products or services as required by law.

It is the policy of the Columbia School District to require formal, written bids on all purchases that involve an expenditure of more than \$10,000. Price quotations may be required by the Chief

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Financial Officer for purchase of items involving an expenditure of less than \$10,000, if it is believed that additional savings could be realized. Bids are not required on textbooks and similar instructional items, unless the exact item to be purchased is available at different prices from more than one supplier.

In general, bids of less than \$10,000 will not be presented to the Board of Education for approval. Bids of more than \$10,000 will be presented for Board approval, unless the Superintendent of Schools considers it to be in the best interest of the school district to act prior to the meeting of the Board. In this event, the Board will be notified of the action.

The Chief Financial Officer shall be responsible for developing bid specifications, requesting bids from interested suppliers and ensuring that advertising for bids is in accordance with Missouri statutes.

The right is reserved to consider bids on an individual or total bid basis, to reject any or all bids submitted and to make such selection of supplies, equipment or services which, in the judgment of school officials, is best suited for the purpose intended. There shall be no requirement that the bid be awarded to the lowest bidder, unless otherwise required by law.

In lieu of normal bid procedures the district is authorized to participate in the State Cooperative Procurement Program.

Purchasing Preferences

The district will comply with all purchasing preference requirements, in accordance with law.

1. When contracting for any job or service, the district will give preference to Missouri businesses, or businesses that maintain Missouri offices or places of business, when the quality of performance promised is equal to or better than and the price quoted is the same as or less than that of the other responsive providers.
2. The district will give preference to all commodities manufactured, mined, produced or grown within the state and to all Missouri firms, corporations or individuals that supply commodities when quality and price are approximately the same.
3. The Board encourages district staff to purchase products manufactured, assembled or produced in the United States of America. Furthermore, contracts for public works construction or maintenance shall contain a provision requesting the contractor to use American products in the performance of the contract whenever the quality and price are comparable to other products.

4. When contracting for any job or service, the district will give a three-point bonus preference to service-disabled veteran businesses that are Missouri businesses or businesses that maintain Missouri offices or places of business.
5. When purchasing food or beverages to be processed or served in a building or room owned or operated by the district, the Board will give preference to those that contain a higher level of calcium if they are equal or lower in price and of the same type and nutritional quality. This consideration is in addition to any requirements of the U.S. Department of Agriculture under the National School Lunch Program or the School Breakfast Program.
6. When purchasing appliances with all or a portion of state funds, the appliance must have earned the Energy Star under the federal Energy Star program, unless exempted by the commissioner of the Office of Administration.
7. When purchasing coal for fuel purposes, the district must purchase coal mined in the state of Missouri or an adjoining state, if the cost is not greater than the cost of coal mined in any other state or states, including the cost of transportation.
8. Employees responsible for the purchase of cleaning products will consult DESE guidelines on environmentally friendly products prior to purchase.

Recognizing that the Columbia School District is supported by tax monies paid by individuals and businesses of the local community, it shall be the policy of the district to purchase locally and use local services when quality and price are competitive with other firms. In the case of products and purchased services, local individuals and businesses who have their primary base of operations, supply outlet, and service unit within the boundaries of the Columbia School District will be awarded bids when their total best bid or quotation falls within the guidelines given below. This provision shall not apply to construction bidding required by law, provided that the Board always retains the right to reject any or all bids.

Amount of Purchase	Percentage Guidelines
\$1,000 - \$2,499	Lowest local bid/quote within two percent of lowest submitted bid/quote
\$2,500 - 9,999	Lowest local bid/quote within one percent of lowest submitted bid/quote
\$10,000 - \$50,000	Lowest local bid/quote within one-half percent of lowest submitted bid/quote.

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Purchasing Cards

The superintendent and his or her designees are authorized to use purchasing cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job duties. All purchases made by purchasing card must be attributed to the appropriate budget code and must conform to the Board-adopted budget. Any employee using a district card shall sign a card usage agreement and receive training on applicable procedures for purchasing card use.

All employees issued a district purchasing card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent or designee immediately.

District purchasing cards will not be used in a manner that would circumvent bidding required by law or district policy. No person may use the card other than the authorized employee to whom the card was issued. District employees will surrender all purchasing cards upon completion of employment with the district or upon demand by the district.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 02/11/2002; 06/13/2005; 05/14/2007; 12/12/2011

Cross Refs: ADF, District Wellness Program
BBFA, Board Member Conflict of Interest and Financial Disclosure
FEB, Selection of Architectural/Engineering and/or Land Surveying Services
FEC, Selection of Construction Management Services
FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest

Legal Refs: §§ 8.285 - .291, .675 - .687, 34.073 - .080, .350 - .359, .375, 162.301, 170.041,
171.181, 177.082 - .086, 285.530, 292.675, 393.310, 432.070 - .080, RSMo.

5 C.S.R. 30-4.030

Mercantile Bank of Illinois v. School Dist. of Osceola, 834 S.W.2d 737 (1992)

Columbia School District No. 93, Columbia, Missouri