

## Policy -- 7420

### Financial Management

#### Purchasing, Procurement, Payment

The Board of Trustees has the responsibility to assure the wise and appropriate use of public funds. As a part of this responsibility, the Board must develop policies and procedures to assure that the best possible use of available district resources is made.

In addition to the statutory requirements of Idaho Code as relates to purchasing and the provisions of the district's fixed assets policy, the following policies and accompanying procedures are established:

##### A) Bidding and Quotations.

Bids on any purchase of goods estimated to cost in excess of \$25,000 are required by Idaho Code and will follow procedures in that section, including public notice, posting of opening date and place and development of a complete set of bid specifications.

Quotations must be obtained on any purchase for goods or services with an estimated cost of more than \$5,000 and less than or equal to \$24,999. Quotations are defined as an informal method of obtaining comparable prices from suppliers/vendors. Such prices may be obtained by telephone, FAX, written request or personal contact, and a written record of the date, vendor name, items, and price(s) quoted shall be attached to the completed purchase order or invoice, noting the reason a certain quote was selected, before it is submitted for payment. Exceptions from the requirement for quotation include: utilities and other items specifically approved by the business manager.

No bids or quotes will be solicited or accepted from any employee or employee's spouse or other family member unless the Board, by a majority vote, specifically approves such action.

Any purchases/contracts from/with Board members must be done in accordance with the provisions of Idaho Code.

In requesting bids or quotations as outlined above, the district may extend such invitations beyond the local area. Determination of whether an outside bid or quotation is competitive will be based on availability of service, maintenance, warranties or guarantees, and such may be the basis for selecting a higher local bid or quotation.

B) General Purchasing. All purchases from district or student body funds will be made on a purchase order or voucher form as prescribed by the business manager.. All purchase orders require the signature of the appropriate district administrator or director.

C) Travel on district business and reimbursements for such travel will be done in

accordance with staff travel policy 5341.

D) Regular recurring expenses, such as payment in lieu of transportation, in-district employee travel, etc., may be exempt from the purchase order policy, but will be recorded and follow claim procedures outlined by the business manager.

E) At the first regular Board meeting each month, a list of checks issued and mailed the preceding month will be submitted by the business manager to the Board of Trustees for their official approval.

Legal Reference:

I.C. § 33-601 Real and Personal Property – Acquisition, Use, or Disposed

I.C. § 67-2802 Purchasing by Political Subdivisions - Applicability

I.C. § 67-2803 Purchasing by Political Subdivisions - Exclusions

I.C. § 67-2804 Purchasing by Political Subdivisions - Waiver

I.C. § 67-2805 Purchasing by Political Subdivisions – Procurement of Public Works, Construction

Adoption:                      First Reading                      September 2013                      Adopted