

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DJ-R Previously DJE
School Board First Read – June 5, 2013 School Board Second Read/Adoption: June 19, 2013 Updated: July 9, 2014	Page 1 of 3 Category: Recommended

PURCHASING REQUIREMENTS - Procedure

The Oyster River Cooperative School Board expects all purchases made by the District to be consistent with sound business practices and any applicable laws. The Board’s intent is that taxpayers receive a fair value for purchases made by the District; that a consistent process is used to make purchases throughout the District; and that purchases are made within the District’s budgetary limitations. The Superintendent shall be responsible for developing and implementing administrative procedures for purchasing consistent with this policy.

A. Purchasing Authority and Limits

All employees authorized to make purchases on behalf of the District are expected to use reasonable care to obtain quality products and services at competitive prices and are required to comply with this policy and any applicable administrative procedures, initiatives, adopted district plans. All purchases will be requested through the centralized Requisitions Module. An approval process will take place electronically through the Requisitions Module as follows:

1. The Principal/Department Head
2. The Business Administrator will be required to approve all requisitions prior to generating a purchase order.
3. The Superintendent will be required to approve all requisitions over \$5,000.
4. Purchases of \$5,000 or less may be initiated by Principals, Department Heads, the Business Administrator and the Superintendent in accordance with authorized budget allocations.
5. Purchases between \$5,000 and \$10,000 must be made or authorized by the Superintendent or Business Administrator and be in accordance with authorized budget allocations.
6. Except as described in item 7 below, the Board will be notified that purchases of equipment, supplies, materials or services over \$10,000 will be formally bid out when feasible, with at least three competitive bids.” The School Board will vote to approve purchases over \$25,000 – a project may not be split up to avoid reaching the \$25,000 threshold.
7. The following exceptions to the formal bid requirement for purchases over \$10,000 may be made:
 - a. Purchases made through cooperative purchasing programs with other school districts or governmental entities and authorized by the Superintendent. The Superintendent shall inform the Board regarding participation in such programs but such decisions does not require Board approval. Examples of cooperative purchasing programs include: SES, NEPTA, TCPN, US Commodities, not to be considered an exhaustive list.

Exceptions listed below require the Superintendent to request prior approval:

1. There is only one known source of purchase, and no comparable substitute product or service;
2. A specific brand or type of equipment or material is necessary for operation of a machine or device; by warranty or contract for a machine or device; or to achieve standardization of equipment or material within a building or District-wide;

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8. The Superintendent will establish a procedure to periodically review the appropriateness and feasibility of any sole source and sole brand exceptions granted in accordance with Paragraph 5.b.1 above.
9. Professional services such as architectural, accounting, consulting and legal services may be procured on an invited interview basis or RFP basis at the discretion of the Board and Superintendent.
10. In case of an emergency seriously affecting District operations or safety, the Superintendent may make needed purchases to restore operations. In any such case, the Superintendent shall provide to the Board, no later than the next business meeting, a report documenting the nature of the emergency and itemizing the actions and expenses needed to restore operations.

B. Notice for Formal Bids

The methods of notification that the District uses to solicit responses to bids shall be reasonably designed to attract qualified vendors. At a minimum, all bid notices will be posted in the District Central Office, on the District web site and advertised in a newspaper. Notices may also be sent to any vendors who have made a request to the Business Administrator.

C. Bid Procedures

1. The notification shall specify the deadline for submitting responses to bids; the time and place of bid opening; and any other instructions to bidders. Bid alternates shall be permitted at the discretion of the Superintendent. The notice shall reserve the right of the District to reject any or all bids; to waive technical or immaterial nonconformities in bids if in the best interest of the District; and to exercise judgment in evaluating bids.
2. Written Responses. Bid responses shall be in writing, sealed and mailed or filed with the Superintendent or Business Administrator. No bids shall be accepted after the deadline in the bid notice.
3. Public opening. Formal bid responses shall not be opened until the appointed time and shall be opened in public by the Superintendent or Business Administrator.
4. Reading. If any citizens who are not Board members or employees of the District, or if any representatives of the press are present, bid responses shall, at the opening, either be made available for examination by them or shall be read aloud in a manner to be heard plainly by those in attendance.

D. Notice to Vendors

This policy is intended solely as an internal guide to purchasing by the District. It does not afford any vendor any property or contractual rights against the District; nor does it constitute a promise by the District that any vendor can rely upon. No vendor shall have any enforceable rights against the District based upon this policy or alleged violations of this policy or any related procedures. No vendor shall have any rights against the District until such time as a written contract between the vendor and the District is executed by the vendor and an authorized District representative.

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E. Reimbursement Requests

This form request is a single sheet where the individual lists either mileage or other travel related expenses. The form should be typed or legibly written so if viewed by the auditors, it can be read easily. The request must also be signed by the principal or department head and include the original receipts.

F. Credit Card and Procurement Card Procedure

The district will maintain bank credit cards in the SAU Office for approved use by the superintendent. These cards will be used for travel and approved purchases that cannot reasonably be made by purchase order. Cash advances are not authorized.

Legal Reference: NH RSA 195:5-6
NH Code of Administrative Rules 303.01(b)

Reference: Board Policy DJ – Purchasing
Board Policy DJ-R1 – Manifest Protocol/Procedure
Board Policy DGD – School District Credit and Procurement Cards
Board Policy BBFA – Conflict of Interest/Nepotism