

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board:

1. Purchases of up to \$25,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases greater than \$25,000 up to \$100,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established range. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase.

Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

3. Purchases of \$100,000 and above. The Superintendent may determine the best approach, whether it be through advertisement for sealed bids, which shall be opened in conformity with any applicable laws and procedures established by the Superintendent, or submission of proposals. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment without authorization of the administrator or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees purchasing supplies and equipment out of an activity account must first secure authorization from the administrator. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.
6. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of the property.

Credit Card Purchases

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of credit card(s) to be utilized on behalf of the District for purchases; and (b) the determination which employees shall be approved or disapproved to be assigned a credit card.
3. Credit card(s) may only be utilized for the purchase of goods and services for an on behalf of the District. No officer or employee of the District shall use a credit card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all credit card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's credit card privileges.
5. Upon the termination or suspension of employment of an individual using a credit card, the Superintendent or designee shall immediately close such individual's credit card account and said employee shall immediately return the credit card.

Purchases are to be made from local businesses or suppliers when other factors are equal, to the extent permitted by law. Factors of timely delivery and timely response to customer service needs may be considered in determining the responsibility of vendors/bidders.

Legal Reference: Neb. Rev. Stat. 13-610.

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