

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The Board declares its intention to purchase supplies and equipment competitively as required by applicable laws and without prejudice and to seek maximum educational value for every dollar expended. The Board will abide by the letter and the spirit of all laws and regulations relating to purchases by the school district and the control of its finances and property. The Board must approve all contracts in order to be binding on the school district.

Within the framework of applicable laws and regulations, purchases and use of materials and services will be made in accordance with good business practices with the primary purpose of serving the instructional program.

The superintendent will serve as the purchasing agent. He/She will develop and administer the purchasing program for the schools with the assistance of the business manager, within the legal requirements and the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate person and signed by the superintendent, except as may be required for emergency purchases and those made with petty cash funds.

In the acquisition of or additions to real property, plant, or equipment, any expenditure of one thousand dollars or more shall be paid from the capital outlay fund as required by SDCL 13-16-6. The one thousand dollar limitation shall apply to the total of each asset type on an invoice. Equipment purchases per invoice of less than \$1,000 may be acquired from either the general or capital outlay fund

Every contract made or check or registered warrant issued in excess of the issuing capacity of the district as restricted in this title is void and is not an obligation of the district. A school board member who makes, or participates in making or authorizes the making of a void contract or the issuance of a void check or registered warrant is individually liable for it. Each school board member present when a void contract or warrant is made or authorized is party to the making or authorizing of the void contract or warrant unless he dissents from the action and causes his dissent to be entered as part of the official minutes of the school district.

Adopted: August 12, 1996

Amended: January 14, 2008

LEGAL REFS.: SDCL 13-16-24; 13-20-1; 13-20-3