

## Fiscal Management

## STUDENT ACTIVITIES FUNDS MANAGEMENT

Date: April 15, 1997

Contracts for or on Behalf of Students

The Board of Education believes that students in the school system should be afforded protection in the matter of purchases made in their behalf. State law requires that contracts made in behalf of students which involve the aggregate sum of \$100 or more be governed by Board policy.

Contracts on behalf of students that in any way bind the Board of Education must be approved by the Board upon the recommendation by the Superintendent. Contracts on behalf of students that do not bind the Board of Education may be approved by the school principal. Such contracts must comply with State Board of Education rules. If a contract is on behalf of any student under 18 years of age, the consent of the parent or guardian must be obtained and be kept on file in the Principal's office.

School administrators must make the effort to secure the best possible products/services at the most reasonable prices. Therefore, the following procedures are to be followed when purchases are made for or on behalf of students on items in aggregate of \$100 or more.

1. Principals must make every effort to obtain bids/quotations on items to be purchased, giving the nature of the purchase, quality desired, description, and other pertinent information.
2. Interested vendors must be given an opportunity to submit a quotation/bid on any items to be considered for purchase.
3. Items which involve the aggregate sum of \$100 or more include, but are not limited to, school yearbooks, class rings, student pictures, graduation invitations, caps and gowns, etc.
4. The school principal is to ensure that appropriate procedures are employed to obtain the best product/service at the best price. Use of committees, consisting of both students and staff, to aid in decisions involving purchases on behalf of students is encouraged.

Principals are to maintain on file for documentation and Superintendent/Board perusal all communication with the vendors to include:

1. Description of item/service purchased
2. Pertinent information impacting purchasing decision
3. A copy of contract/agreement

(see next page)

CROSS REF.: DJEG - Purchase Orders and Contracts

STATE REF.: State Board of Education Policy DK/JHB (Rule 160-5-2-.03); State Standards B 1(1a.6); D 1.2(1a)

LEGAL REF.: O.C.G.A., 20-2-500; 20-2-501; 20-2-962

Webster County Board of Education