

Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

Review:
Annually,
in January

Purchasing

2.805

02/20/24

Rescinds:

Issued:

2.805

05/18/10

The Board shall purchase competitively and seek maximum educational value for every dollar spent. Purchases shall be dependent on need and availability of funds.

All purchases shall be by voucher, purchase order, or contract, and shall be in accordance with bid specifications.

Purchases made by anyone not authorized by the appropriate operating department head shall become the personal responsibility of the person(s) making the purchase.

No school shall be obligated to pay for any expenditure(s) made by a student or staff unless he/she first receives a written purchase order from the proper office or unless prior written permission is made with the principal.

Purchases are authorized in accordance with the bid/quotation limits in policy section 2.806. Purchases shall be categorized as follows:

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, materials, services, and recurring expenditures required for the operation of the school system. These expenditures shall be anticipated, budgeted, and will normally be authorized by the Board at the beginning of the fiscal year. The Board shall be promptly informed if any substantial variation from budgeted estimates becomes necessary.

SPECIAL PURCHASES

Special purchases include those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, major equipment, items for long-term use and supplies of an unusual quantity or nature.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary and bid limits and deemed essential, emergency purchases shall be approved by the director of schools and board chairman. However, if the purchase is not within budgetary and bid limits, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

PURCHASING AUTHORITY

The director of schools and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the director of schools is authorized to purchase any needed items through suppliers approved on the state bid list.

LOCAL PURCHASING

The Board will purchase locally whenever other conditions are comparable.

COOPERATIVE PURCHASING

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

The primary factor to determine if the school system must bid out cooperative purchases is whether any other members of the cooperative have previously bid the item out. Provided another member of the cooperative follows their internal bid procedures and properly obtains the item, the school system can rely on that bid process and will not have to bid the program here. If however none of the other members of the cooperative have bids that the school system can rely on for the purchase pursuant to state law, the school system will be required to let bids for the item locally. It is recommended that cooperative purchases by members of the school system contact other members of the cooperative to obtain their contract and bid specs along with a copy of the process used to acquire that bid and place this documentation in the file to support the school systems own internal purchase documents.

Legal Reference:

1. TCA 49-2-206(3); TCA 6-36-115; TCA §12-3-1205