

PURCHASING

The RSU 19 Board of Directors is responsible for meeting purchasing needs of the district. Purchasing services will include personnel and equipment necessary to process promptly all approved requisitions, and to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

- best possible quality;
- lowest possible cost;
- specifications of the user;
- availability when needed;
- least possible expenditure of time for the person requesting; and
- compliance of suppliers and staff with equal employment opportunity and other Board policies.

In order to avoid committing the district to purchase of items or services that have not been properly authorized, the Office of the Superintendent or staff, as appropriate, will proceed with their buying functions only after making certain that they will have sufficient authority to do so.

Such authority is normally a properly approved purchase request (requisition) containing a clear description of the materials/service desired, accompanied by documentary materials and an approved appropriation or account number.

All purchases of goods and services with district funds must be made on a properly executed district purchase order or contract issued by the Central Office and signed by the Superintendent.

Before issuance, each order/contract will be checked to ensure that an appropriation has been made which will cover it and has not been exhausted. When issued, the order/contract will be registered against the appropriation.

Before issuing a purchase order or bid contract in an amount of more than \$50,000.00, (not to include benefits, utilities, payroll or budget expenditures) the purchasing department will clear the vendor or contractor with the Superintendent who will present the purchase/contract request to the Board Budget Committee for approval.

Emergency purchases of goods and services of more than \$5,000.00, but not exceeding \$50,000.00 are exceptions. These may be approved by the Superintendent and presented to the Budget Committee for later ratification.

BID APPROVAL:

All factors being equal, preference will be given to local firms. The district reserves the right to “reject or accept” any or all bid quotations.