

Board Policy Document

BUSINESS PROCEDURE

Series 800

Policy Title: Purchasing
Code Number: AR803.2

A. Purchase Requisitions

All purchase requisitions for goods and services must have at least two signatures: the person requesting the purchase and his/her Supervisor, Principal, Head Teacher, Department Heads or Directors, prior to a purchase order being issued. Each purchase request should be checked by the Purchasing Department to determine if it correlates with the philosophy and content of the prescribed program for the Sioux City Community School District.

All requisitions require the requester's signature and the signature of the principal, supervisor or director up to \$1,000. Orders over \$1,000 require the signatures of the head teachers and curriculum directors. Additional signatures are required along with an Authorization Request Form in the following instances:

- Purchase requisitions exceeding \$10,000 (exception is made)—Director of Finance
- Purchase Requisitions exceeding \$25,000—Superintendent or designated committee

First Adoption: September 23, 2003
Revision Adoption: November 26, 2007
Legal Reference: Iowa Code Chapter 18.6 (9); 23A; 28E.20; 72.3; 73; 73A;
285.10 (3), .10(7); 301 (1997)

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B. Purchase Orders

Purchase orders may be initiated only when an appropriately executed requisition process has been used, or the Superintendent designated Purchasing Manager has knowingly expedited the requirements.

All purchases other than the following must have a purchase order:

- Salaries and Benefits
- Utilities
- Telephones (land line or mobile)
- Legal Fees
- Insurance

C. Sufficiency of Budget

Purchase orders will be issued only if money is available in the department that is being expensed or charged for the purchase of specified goods and services. Exceptions require the authorization of the District Chief Financial Officer. It shall be the responsibility of the Purchasing Department to monitor the sufficiency of the available budget, including for those authorized to use and participate in the District's procurement card (credit card) program.

Requisitions of an annual nature received from Supervisors, Principals, or various departments utilized to acquire instructional supplies, paper, shall be in accordance with timelines stated by the Board Finance Committee.

D. Private Funds and District Building or Improvement Projects

If private funds are offered to the Sioux City Community School District for a building or improvement to be used by the District and/or the public at large, and such funds are conditioned on private construction of the building or improvement, then Iowa's Competitive Bidding Law does not apply to the project if the school district does not contribute any funds to such construction project.

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E. Bidding/Quotes

The Board, through the Superintendent, designates that all bids and or quotes relevant to the implementation of the Boards purchasing policies shall be coordinated, solicited, received and reviewed by the Purchasing Manager. Recommendations to the Board for awarding of contracts shall be done in accordance with Iowa law and District policies.

It shall be the responsibility of the Superintendent or his/her designee to approve purchases, in accordance with the Board's policies, except those purchases reserved to the Board as needing authorization or requiring direct Board action.

Competitive sealed bids or "quotations" are required for purchases or construction of public improvements other than emergency purchases or repairs relating to safety, environmental, and physical plant operations. In cases where the then competitive quotation threshold is exceeded, the District shall follow the competitive quotation process outlined by law. In all cases involving estimated total costs of \$100,000 or more, competitive sealed bids shall be required in accordance with the procedures outlined under the then current Iowa Competitive Bid Law, and in such instances, the Superintendent, or designee, shall identify the source of funding for public improvement projects or the purchase of the goods and/or services together with the recommendation made to the Board to "call for bids".

F. Emergency Repairs

Provision is made within Iowa law for emergency repairs. All applicable legal requirements shall be followed for such repairs.

G. Online Orders

The process for authorization with the paper requisition process will coincide with online ordering. Online ordering will require the approval of the person(s) responsible for the budget through an email process. This process, much like the signature process, will be required in order for the purchase to move forward or to be executed.

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Purchase requisitions or online orders must have the approval of the person's supervisor, principal, or director, before a purchase order or direct general ledger payment may be issued.

Online ordering systems will have individual profile information to include; login and password to access, building location for delivery, contact name, phone number, and supervisors, directors, or principal's email address for their approval via email notification, prior to the final Purchasing Department approval via email notification.

Online ordering authorization will be issued only if money is available in the department that is being expensed or charged for the purchase. Exceptions require the authorization of the District's Chief Financial Officer.

H. Purchasing Card (Credit Card)

The purchasing card process will delegate the authority and capability of purchasing goods and services directly to authorized cardholders. The program is to be used to purchase goods and services by designated monthly and transactional dollar limits determined by the Chief Financial Officer and Purchasing Manager of the District. In such case of the Chief Financial Officer and Purchasing Manager, such limits will be approved by the Superintendent. In the case of the Superintendent such authorization will be received from the Board President. Monthly and transactional limit amounts will be determined by the Purchasing and Finance Departments upon review and completion of the appropriate purchasing forms. The card user will not fill out a requisition for any purchases made with the procurement card. The card user will keep all transaction receipts in an envelope, signed by their supervisor, director or principal and turned into the Purchasing Department at the end of the cycle date. All purchases and transaction will be audited and approved as required by Iowa law prior to payment. Guidelines and instructions for this process are located in the Purchasing Department. The program is administered by the Purchasing Department. All credit card users will follow the purchasing manual, rules, terms and conditions for credit card use in the District

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I. **Leasing**

All leases must be approved by the Purchasing Department. Approval should follow the dollar amount appropriated for request. In long-term leasing of equipment, buildings, real estate, other services or supplies related to multi-year contracts, the District may be required to hold a public hearing prior to approving the lease and the District must have non-appropriations language that will not bind the District to the long-term lease contract in the event appropriations are reduced or eliminated. The language can be adjusted for multi-year agreements or contracts.

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