

Purchasing

The Bon Homme School Board realizes that a large percentage of the expenditures of the district are for the purchase of supplies, materials, and equipment. It is the desire of the Board that all Laws and Regulations relating to purchases by the school district be strictly observed. The purchase and use of materials and equipment shall be accomplished in accordance with good business practices with the goal of serving the program of instruction. The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and service.

The Board declares its intention to purchase competitively 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. All contracts must be approved by the Board in order to be binding on the school district.

Within the framework of applicable Laws and Regulations, purchases and use of materials, and manpower 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. The Superintendent 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.

The Superintendent will work with the Business Manager in the development of a system for handling all purchases made by the district. The system developed will reflect the best available business and accounting practices and will be communicated to all employees of the district. All employees will be expected to comply with the established procedure and with the guidelines outlined in this policy.

All purchases of supplies, materials, or equipment for or on behalf of Bon Homme School District shall comply with the following guidelines:

1. District funds may not be used to pay for items purchased without prior authorization of the district Business Office. Any unauthorized purchases will be billed to the person who made the unauthorized purchase.
2. Purchase of any item for which specifications can be reliably written, quality measured or gauged, or the quantity measured or counted will be by bids or quotes.
3. Bids will be taken when the cost of the item exceeds the amount specified in South Dakota Law or when the Business Manager feels that sufficient funds can be saved to warrant writing specifications or when the Board directs that bids be taken.
4. Quotes will be secured on all purchases of equipment costing more than \$300 and for which specifications can be reliably written. A minimum of two quotes will be sought.
5. Quantity purchasing will be used whenever possible in order to ensure maximum quality for minimum cost.
6. When bids are taken, bidding procedures including specifications, advertisement, and opening will be those prescribed in South Dakota Law. The successful bidder will be determined by the Board and the Board reserves the right to reject all bids.
7. When items are purchased for student fundraising activities or for resale to students, the organization or individual sponsoring the sale must receive prior approval from the school administration for the sale. Applications for approval must specify what is to be sold, where it is to be purchased, the purchase and sale price, and a plan for the disposition of any profits resulting from the sale. Merchants who are located within the district must be given an opportunity to supply the merchandise for resale.

8. Factors to be considered when deciding which supplier to choose when selecting vendors when the bid laws are not in effect are:
 - quality of product,
 - suitability of product,
 - price,
 - conformance to specifications,
 - convenience of deliver
 - past service to the district.
9. Only the School Board will award contracts when bids are taken.
10. The administration will make the final determination of vendor when a quote procedure is followed.
11. A minimum of two quotes are to be sought by the purchasing agent when the bidding procedure is not being used.

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services needed;
2. Cite several existing, commercially available "standard brands" that meet those specifications acceptably as examples;
3. Invite vendors to bid on those examples or comparable ones which the vendors believe to be acceptable according to the specifications.

Nothing in this policy will prevent the administration from deviating from it when, its judgment, circumstances warrant.

Legal References: SDCL 13-16-24; 13-20-1; 13-20-3

Adopted: April 9, 1990

Revised: December 11, 1995; November 9, 2009; July 12, 2010; December 14, 2015