

FAIRFIELD AREA SCHOOL DISTRICT

GENERAL PURCHASING

8630

- 8630.1 The Board recognizes that the prudent expenditures of public funds for supplies and equipment is one of its major business responsibilities and retains the sole authority and responsibility for all purchase contracts of the District. To secure the items necessary to the operation and maintenance of the schools as quickly as possible, the procurement function is delegated to the Administration within the framework set forth below..
- 8630.2 All purchasing shall be effected in accordance with the regulations as established in the School Code.
- 8630.3 All purchasing transactions, with limited exceptions, shall be officially authorized by a written purchase order, supported by a signed and properly approved requisition from the requisitioner.
- 8630.4 The Business Manager shall be responsible for establishing and periodically reviewing Administrative Purchasing Procedures as guides for budgetary control, the handling of requisitions and the processing of invoices.
- 8630.5 Coordination and cooperation between the purchasing agent, faculty, and staff shall be maintained in order to operate efficiently and economically in procurement without detriment to the educational program.
- 8630.6 Programs should be developed for a systematic replacement of obsolete or old equipment. Disposal of obsolete and old equipment shall be the responsibility of the Business Manager.
- 8630.7 Purchasing and accounting facilities shall be coordinated so as to maintain budgetary controls. Payments are to be made only after satisfactory goods and services are received.
- 8630.8 Vendor sales representatives shall be discouraged from direct contacts in the school without prior arrangements with the Superintendent or the Business Manager.
- 8630.9 Physical and inventory controls shall be established and maintained as part of the purchasing function. For assets that have a useful life of greater than one year, the capitalization threshold shall be \$1,500.

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GENERAL PURCHASING (Contd)

8630

The depreciation method will be straight line and the averaging convention shall be full-month.

- 8630.10 Through constant cooperation and study by the professional or technical personnel and the Business Manager, a continuing program of standardization of equipment and supplies shall be established in order to promote efficiencies in the purchase, storage, supply and maintenance programs.

Revised February 26, 2001