

Edmore School District Policies

Recommended

Descriptor Code: HCAA

PURCHASING AGENT

The Board declares its intention to purchase competitively and to seek maximum educational value for every dollar expended. Except as otherwise provided by law, purchase of most items exceeding, in aggregate value, the bidding threshold amount for public schools must be made by bid.

The Superintendent is appointed by the Board to serve as purchasing agent and shall be responsible for developing and administering the purchasing program of the District. The purchasing agent will devise an efficient and economical system of requisitioning and purchasing that conforms to state statutes, board policies, and administrative regulations.

The purchasing agent is authorized to issue purchase orders where formal bidding procedures are not required and budget appropriations are adequate to cover such obligations. Bids may also be called on purchases under \$50,000 where, in the opinion of the purchasing agent, the welfare of the schools will be served.

A complete central record system will be maintained by the purchasing agent. All purchase orders shall be subject to board review. The purchasing agent shall develop procedures for staff to request purchase of equipment and supplies. No purchases shall be made without properly signed purchase orders. Unauthorized purchases may become the financial responsibility of the purchaser.

Complementary Documents

- HCAA-AR, Requisitions & Purchase Orders
- HCAB, Bidding Requirements & Procedures
- HEAA, Line Item Transfer Authority

End of Edmore Policy HCAA Adopted: 3/7/2013
Amended 10.12.2021