

## **Purchasing/Purchasing Authority**

Pursuant to Board policy, the superintendent is authorized to purchase materials, equipment, supplies, and services necessary for the efficient and effective functioning of the district consistent with the budget-making process and approved by the Board through its adoption of the annual operating budget. All such purchases shall facilitate reasonable progress toward achievement of the Board's ends.

The superintendent will use a competitive bidding procedure for all contracted services and purchases of supplies, materials and equipment in the amount of \$10,000 or more except professional services for the district. In addition, the superintendent shall not make any purchase:

1. wherein normally prudent protection has not been given against conflict of interest
2. without having obtained comparative prices based on similar quality
3. without a method of assuring the balance of long-term quality and cost
4. without reasonable consideration of local vendors

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to purchase in quantity whenever possible and practical.

The district will not enter into a contract in which an employee of the district has an interest unless one or more of the following apply:

1. the contract is awarded to the lowest responsible bidder based on competitive bidding procedures set forth in district administrative policies
2. the merchandise is sold to the highest bidder at public auction
3. the transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money
4. if because, of geographic restriction, the district could not otherwise reasonably afford the contract because the additional cost to the district would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services
5. if the contract is one in which the Board member has disclosed a personal interest and is one on which the member has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital purposes will be of similar size or will show a continuous trend without severe fluctuations. The superintendent shall not commit to any single, non-customary purchase of expenditure of greater than \$5,000 without approval of the Board.

Pursuant to Board policy, the superintendent shall not acquire, encumber or dispose of real property.

LEGAL REF.:

C.R.S. 22-32-109 (1)(b)

[Revised July 2015]  
Lake County School District R-1, Leadville, Colorado