

P3304 AUTHORIZATION TO PURCHASE

BOARD POLICY:

In accordance with K.S.A. 72-1131, and as applicable, K.S.A. 72-1151, the Board of Education delegates to the Superintendent of Schools or his designee the power to execute contracts on behalf of the district for the purchase of goods and services if the value of such goods or services is less than \$20,000. Contractual instruments with the exception of Purchase Order Forms shall be attested by signature of the Clerk of the Board or designee and in accordance with the Purchasing Procedures Manual.

The Board gives approval for expenditures to be made in emergency situations without prior Board approval, subject to K.S.A. 72-1131 and K.S.A. 72-1151 and any amendments thereto.

Administrative Implemental Procedures:

1. Purchase policies - State Funded

All purchases shall be made in accordance with the following:

An expenditure involving an amount of less than \$20,000 shall be made upon prior approval of the Division Director of Operations and in accordance with the Purchasing Procedures Manual.

With the following exceptions:

- a. Purchase of any quantity of one specific item having an estimated total net price of \$500.00 or less may be made using authorized petty cash funds.
 - b. Purchases may be made with district procurement or credit cards in accordance with BOE Policy P3307.
2. The purchase of necessary, ongoing operational materials or services that are generally acquired from an only source (e.g., electricity, fuel products, water, sewer, postage, cable television, etc.), and maintenance, license or software, in an amount greater than \$20,000 shall be facilitated in the manner most feasible as determined by the Division Director of Operations and will be reported to the Board of Education.
 3. Statutory limitations: Other statutory limitations imposed by duly constituted authorities shall be followed when executing purchase contracts.
 4. Purchase policies – Federal Funded. All purchases shall be made in accordance with applicable Uniform Grant Guidance set forth by the 2 CFR 200 as well as K.S.A. 72-1151.
 5. Purchases by the Board of Education through its Employee Benefits and Insurance Management Department to provide employment benefits and insurance coverage will be facilitated in the best manner possible at the discretion of the Superintendent of Schools or designee. The Board of Education will annually authorize an expected maximum expenditure authority.

Emergency Situations:

6. An emergency situation shall be defined as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program; endanger the life or health of members of the community; impede the educational mission of the school district.

7. The Superintendent of Schools or designee shall be authorized to make expenditures in emergency situations subject to K.S.A. 72-1131 and K.S.A. 72-1151 and any amendments thereto.

Administrative Responsibility: Operations Division - Purchasing

Latest Revision Date: July 2018

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