

PURCHASING: GENERALLY

A. In General

The Superintendent shall be responsible for purchases by the school district, and the Treasurer shall be responsible for a system of accounting for school funds as prescribed by law.

The Superintendent may delegate an administrator to act as purchasing agent and require the administrator's signature for the purchase of goods and services within the appropriation.

In selecting a product or service, the employee making the selection shall give consideration to price, quality, and the ability of the vendor or contractor to deliver such product or service in a timely manner. Where possible, every effort will be made to purchase from businesses located within Huber Heights when such businesses are competitive, using the previously stated criteria.

If no certificate is issued at the time the contract or order is entered into, the Treasurer may later certify that these funds were properly appropriated and in the treasury or in the process of collection and such funds are free from previous encumbrances both at the time of entering into the contract or order and at the time of payment. After certifying this, the Treasurer may proceed to pay for such order or contract. If the amount involved is over \$1,000, the taxing authority must approve of such payment within thirty days of the date of the Treasurer's certification.

B. Quality and Quantity

The Board charges the administrative staff with the responsibility for the quality and quantity of supplies to be purchased. A prime guideline for this responsibility shall be that all purchases must fall within the appropriation funds.

C. Specifications for Goods and Services

Insofar as practical, contracts and open market order for purchases by the school district shall be based upon specifications that are definite as to character and quality.

D. Vendors and Contractors

Each order shall be placed on the basis of quality, past service, price, and delivery.

E. Rebidding

On a periodic basis, as determined by the Superintendent, contracts will be subject to new competitive bidding.

Adopted by Board: May 29, 1980
Amended by Board: December 12, 1991
Amended by Board: March 18, 2004