

# MANCHESTER CITY SCHOOLS

## Policy Manual

<b>Descriptor Code:</b>	<b>2.805 Purchasing and Procurement<sup>1</sup></b>
<b>Issued Date:</b>	<b>12/10/07</b>
<b>Rescinds:</b>	<b>2.805 Purchasing</b>
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### GENERAL

The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve as purchasing agent for the system-wide purchasing. Principals shall serve as purchasing agents for individual schools. Federal Project Directors shall serve as purchasing agents for federal projects.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other employee unless s/he first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

The Board will purchase locally whenever other conditions are comparable.

### INDIVIDUAL SCHOOLS

The director of schools must approve the following purchases:

- a single piece of equipment costing more than ten thousand dollars (\$10,000.00);
- one that is to be attached to or one that requires alteration of the building; or
- one that will become a permanent fixture.

### CENTRAL OFFICE

#### Routine Purchases

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation for budgeted estimates become necessary.

#### Special Purchases

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior Board approval on an item-by-item basis. In its approval, the Board may place constraints on the director of schools requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

#### Emergency Purchases

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the director of schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

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### **Purchasing of Surplus Property**

The director of schools and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the director of schools is authorized to purchase any needed items through suppliers approved on the state bid list.

### **Cooperative Purchasing**

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

### **FEDERAL PROGRAMS**

Purchases made from Federal Programs funds will follow the Federal Programs Purchasing and Procurement Administrative Procedures.

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### **Legal References:**

1. [TCA 49-2-206\(b\)\(3\)](#)  
[TCA 6-36-115](#)

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### **Cross References**