

Purchasing/Purchasing Authority

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the superintendent or designee through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment 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 or designee shall direct the purchase of such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put out to bid and receive subsequent Board approval. However, in the case of any out-of-the-ordinary expenditures, the Board always should be consulted. Purchase orders in excess of \$50,000 must be countersigned by the superintendent when approval would normally occur through a designee.

The superintendent or designee has the authority to enter into contracts for goods and services or other activities within the mission of the district, provided the amount involved does not exceed \$50,000 and is within the adopted budget.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to obtain comparative prices based on similar quality, to consider a balance between long-term quality and cost, and to purchase in quantity whenever possible and practical. If it is determined that it is not cost effective to buy in quantity, the purchasing agent shall document the reasons why it is not.

Adopted: March 12, 1985

Revised: December 9, 2003

Revised: October 28, 2014

Revised: April 26, 2016 (temporarily approved)

Revised: May 24, 2016 (permanently approved)

Revised: August 22, 2017

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

CROSS REF.: DJE, Bidding Procedures

Pueblo School District No. 60, Pueblo, Colorado