

Section 3000 – Fiscal Management

3605 District Credit/Procurement Cards (Cf. 1162, 1168, 3600)

3605-1

The Superintendent shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of District credit/procurement cards for Board members and employees.

Issuance

A Board member may be issued a District credit/procurement card for actual and necessary expenses incurred as a result of attendance at Board-approved workshops, seminars, conferences, or conventions.

District employees may be issued a District credit/procurement card which shall be used solely for the purchase of goods and/or services needed for official business of the District.

Under no circumstances shall a District credit card ever be used for the purchase of alcoholic beverages, tobacco products, nor personal, durable goods of any kind.

Documentation

When a Board member or employee uses a District credit/procurement card, documentation shall be provided the Superintendent within 10 calendar days detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

Lost Credit/Procurement Cards

Each Board member or employee issued a credit/procurement card is responsible for the protection and custody of District credit/procurement card. If a District credit/ procurement card is lost or stolen, the Superintendent shall be notified immediately.

Return of Credit/Procurement Cards

A Board member who leaves the Board or a District employee who is no longer employed by the District shall return the credit/procurement card upon termination to the Superintendent, but no later than five calendar days after termination.

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3605 District Credit/Procurement Cards (Cf. 1162, 1168, 3600)

3605-2

Payment

The Board shall approve all District credit/procurement card invoices prior to payment. Such payments shall be made no later than 60 days after receipt of the initial statement date.

Misuse and Unauthorized Use

A Board member who violates a provision of this policy shall have his/her use of that card revoked by the Board. An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the Superintendent.

If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.

Approved: November 19, 2007

LEGAL REF: MCL 15.321-330; 129.221 et. seq.; 129.241 et. seq.; 380.1254

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3610 Purchasing Goods and Services

3610-1

The Superintendent shall be the purchasing agent for the District.

Purchasing from District Employees

The Board shall not purchase equipment or supplies from an employee or representative of the District, nor from a member of a household of an employee or representative of the District, nor from any firm in which an employee or representative or member of his/her household holds a 10 percent or greater financial interest without written cost comparison from two other vendors. In such instances, only the lowest cost will be accepted.

Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the District's students or employees.

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LEGAL REF: MCL 15.321-330; 380.1216; 380.1274

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3650 Cooperative Purchasing

3650

The Superintendent is authorized to consider membership in cooperative purchasing organizations which would be of benefit to the District.

Cooperative purchasing also pertains to what is commonly referred to as “third party bids.” Third party bidding shall constitute a competitive bid for purposes of policy 3660 - Competitive Bids.

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3660 Bids and Quotation Requirements

3660

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the District's bidding procedure by the District's purchasing agent.

The purchasing agent shall develop and maintain lists of potential bidders for various types of materials, equipment, and supplies. Such bid lists shall be used in the development of mailing lists for distribution of specification and invitations to bid.

Any supplier may be included in the list upon request. All bid lists shall be reviewed annually by the purchasing agent.

A copy of this policy shall be given to all bidders upon creation of bid lists and upon request.

All bids and supporting documentation shall be retained in the District office with the Superintendent for a period of one year after bids have been opened.

Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the purchase is approved by the Board.

Bid Specifications

All bid specifications shall be written by the District's purchasing agent in a clear and concise manner. Such specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the Board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the Board directs.

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LEGAL REF: MCL 380.1267; 380.1274

Clare Public Schools

Section 3000 – Fiscal Management

3690 Local Purchasing

3690

The Board shall purchase school equipment and supplies from local vendors whenever possible, providing that price, quality, and service of the local vendor compare favorably with those from non-local vendors. Bids shall be solicited from non-local vendors in order to establish a fair market price for equipment and supplies.

Local vendors shall be given preference if their bid or quoted price is within five percent of the low bid or quoted price, not to exceed a maximum of \$500.00, provided that all other matters are equal. Local purchases shall be divided among several local vendors when appropriate. The Superintendent shall make all authorized purchases as he/she deems best after carefully weighing all matters.

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3730 Vendor Relations

3730

All vendors, regardless of product, shall receive permission from the building administrator of each visit before contacting any teachers, students, or other personnel of the building. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

No Board member or District employee shall accept gifts from any persons, group or entity desiring to do business with the District; and all business-related gratuities are specifically prohibited except nominal value advertising items widely distributed.

Employees shall not endorse products or services in a manner that will identify them with the District. The Board, the purchasing department, or employees of the school shall not solicit funds from vendors however worthy the purpose.

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3750 Payment Procedures

3750

Payment of bills shall be considered by the Board at regular Board meetings upon recommendation by the Superintendent.

Upon receipt of a request for payment by a District vendor, and upon receipt of all goods or satisfactory completion of all services from said vendor, the Board may authorize payment to said vendor within 30 days and full payment within 45 days.

The Board may designate one or more employees to pay bills in advance of any Board meeting in order to avoid a penalty for late payment or to take advantage of an early payment discount.

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