

Policy

PURCHASING PROCEDURES

The Township of Union Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the business administrator/board secretary, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Purchasing Authority

The purchasing function of the board of education shall be delegated to the business administrator/board secretary, who shall act under the authority of the board of education as its official purchasing agent and shall be responsible for all purchasing in accordance with existing statutes, rules and regulations of the State Board of Education and Township of Union Board of Education directives.

It shall be the responsibility of the business administrator/board secretary to safeguard the integrity of the purchasing process by adhering to the following guidelines:

- A. The approved budget as detailed for the school year shall constitute the authority of the business administrator/board secretary to purchase all items contained therein.
- B. Major changes in the approved budget shall be made only with the approval of the board of education.
- C. Individual purchases up to \$1,000 of any items not included in the budget may be made at the discretion of the business administrator/board secretary; however, individual purchases over \$1,000 of any items not included in the budget require the approval of the appropriate committee and ratification by the board of education.

PURCHASING PROCEDURES (continued)

D. Generally the purchase of supplies, equipment and/or services shall be in accordance with the law.

Purchasing Manual

It shall be the responsibility of the business administrator/board secretary to develop a purchasing manual setting forth procedures for requisitioning, receiving, storing, safe-guarding, distributing and accounting for all items and services purchased. **All purchasing shall be in strict accordance with said Purchasing Manual.**

Specific Considerations

- A. Recognizing that competition is a fundamental principle of sound purchasing practices, it is the intention of the board to purchase, either through formal bid or a New Jersey State Contract, all equipment, supplies and/or services which can be anticipated to total categorically more than the statutory limit or the amount determined by the Governor and Department of Treasury based on the consumer price index, in the course of any school year. Purchases of less than the established limit and more than 20% or more, of the limit amount shall be awarded on the basis of **two** competitive informal quotations. The only exceptions shall be those provided for in the New Jersey statutes or state board of education rules and regulations.
- B. The purchasing procedures employed shall comply with all applicable New Jersey statutes, rules and regulations of the state board of education and board of education policy.
- C. Standardization, where practical, shall be a basic consideration of all purchases.
- D. Residence or place of business of local bidders may be a consideration only in cases where identical bids have been submitted.
- E. Opportunity shall be provided to all responsible suppliers to do business with the district. To this end, the business administrator/board secretary shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such bidder lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included on the list upon request; however, the business administrator/board secretary may remove a bidder who fails to respond to invitations.

Adopted: June 1999
 NJSBA Review/Update: March 2012
 Readopted: June 2012

Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<u>See particularly:</u>	
	<u>N.J.S.A. 10:5-31</u>	
	through -35	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
	<u>N.J.A.C. 6A:23A-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23A-16.5</u>	Supplies and equipment

PURCHASING PROCEDURES (continued)

<u>N.J.A.C.</u> 6A:23A-20.4	Ownership and storage of textbooks
<u>N.J.A.C.</u> 6A:23A-21.1 <u>et seq.</u>	Management of Public School Contracts
<u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u>	Contracting for Transportation Services
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Possible

<u>Cross References:</u>	*2224	Nondiscrimination/affirmative action
	3300	Expenditures/expending authority
	*3326	Payment for goods and services
	*3327	Relations with vendors
	*3570	District records and reports
	3571	Financial reports

*Indicates policy is included in the Critical Policy Reference Manual.