



Book	Policy Manual
Section	6000 Finances
Title	PURCHASING
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### 6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, relations, Board policies, and administrative guidelines/procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130 - Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages competition and in accordance with good administrative practice and sound business judgement.

The Superintendent or designee shall establish formal and informal procurement administrative guidelines and procedures.

#### **Cooperative Purchasing**

The Board encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

#### **Local Purchasing**

The Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board strongly encourages the use of local vendors and suppliers.

#### **Emergency Purchases**

The Superintendent or his/her designee(s) are authorized to purchase all items within the budget allocations. Further, the Superintendent is authorized to make purchases, without prior approval, of those goods and/or services needed in emergency circumstances, to maintain school operations in accordance with state and federal requirements for purchasing. The Superintendent or his/her designee(s) are authorized to make emergency purchases of up to \$500,000 for school repair which would have detrimental effect on the building or on the health, safety or welfare of students or occupants of the building. circumstances shall be defined in the Procurement administrative procedures. The Superintendent will notify the School Board immediately after emergency purchases.

#### **Procurement – Federal Grants**

The Superintendent shall maintain a procurement and contract administration system in accordance with the Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for management of federal grants and federally-funded programs.

DPSCD Policy 1130, 3110 and 4110 – Conflict of Interest  
DPSCD Policy 6110  
DPSCD Procurement Manual

Legal                      M.C.L. 380.1267, 380.1274 et seq.  
                                 M.C.L. 124.1 et seq.  
                                 34 CFR 80.36