

*New 2016*

## **752 PURCHASING POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide a procedure and direction to school personnel when making purchases for the St. Charles Public Schools.

### **II. GENERAL STATEMENT OF POLICY**

1. The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The principal concern of the Board of Education shall be that overall expenditures for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.
2. The Superintendent of Schools shall approve all purchases made in the name of the School District except those authorized by direct action of the Board of Education. All claims and accounts shall be reviewed monthly by the Board of Education and all claims shall be approved by the Board prior to payment except those claims against the school district which might result in past-due penalties and other emergency situations as approved by the Superintendent of Schools.
  - a. for contracts **over 100,000**, the requirements include sealed bids, solicited by public notice and subject to the requirements of the Minneosta bidding statutes (MN Statute 471.345). However, it is important to note that Minnesota school districts may be exempt from this requirement and use quotations in certain instances. These instances include the purchase of fuel, purchase of perishable food items (excluding milk), professional services (i.e. Architects, Engineers, Construction Mangers, Attorneys); real estate purchase or lease, energy efficiency contracts, insurance other than group insurance, and purchases made under a Joint Powers agreement.
  - b. for contracts estimated to **exceed \$25,000 but less than \$100,000**, the district may choose to either seek sealed bids or obtain quotations, with two quotations whenever possible;
  - c. contracts with a **value of less than \$25,000** maybe entered into without seeking bids or quotes.

Approved on the first reading: November 14, 2016

Approved on the second reading: December 12, 2016

Reference: *MN Statute 471.345 (Uniform Municipal Contracting Law, 2016)*