

BOARD POLICY

DESCRIPTOR CODE: DJE

PURCHASING

It is the intention of the Board of Education that the School District purchase services and purchase or lease equipment, supplies and other materials (including items for the Food and Nutrition Program) that best meet the needs of the District at the best value. A competitive process should be followed for each purchase based on procedures or regulations to be determined by the Superintendent. The Superintendent or his designee shall have the authority to issue regulations, competitive solicitations, or other procedures governing this process where there exists no specific state law or State Board rule that must be followed. In addition to price, the procedures established by the Superintendent may consider performance of the vendor with the School District, performance of the vendor with other customers, the convenience of the vendor, other benefits offered by the vendor, the uniqueness of the product or service or any other factor which may make the acceptance of a particular proposal from a particular vendor in the best interest of the School District.

The Superintendent or his designee is authorized to approve any and all purchases from budgeted funds of less than \$100,000. For any purchase in excess of that amount, the Superintendent shall provide written documentation to the Board of Education justifying the recommendation.

At all times, the Superintendent shall follow any mandated processes required by state law, set forth in State Board of Education rules or procedures or regulations of the State Department of Education.

Date Adopted: 3/31/2000
Last Revised: 11/21/2008

Georgia Code

Description

O.C.G.A. 20-02-0109	<u>Duties of superintendents</u>
O.C.G.A. 20-02-0168	<u>Distribution of federal funds; summer school programs; year-round operation</u>
O.C.G.A. 20-02-0501	<u>Noncompliance with rules re: contracts/purchases over \$100</u>
O.C.G.A. 20-02-0503	<u>Purchasing educational information, literature and services</u>
O.C.G.A. 20-02-0506	<u>Authority to enter into multiyear lease, purchase or lease purchase contracts</u>
O.C.G.A. 50-05-0070	<u>Purchases for county boards of education</u>