

## **PURCHASING AUTHORITY**

It shall be the purchasing philosophy of Sweetwater County School District #1 that all purchases shall be evaluated, so that priority is given to those that contribute best to improved student achievement of the District's. Purchases will also be carefully investigated to see that each fit into the District's budget framework.

The Board realizes that it is not always possible to purchase exactly what is desired. For this reason, specifications are to be developed that will allow a variety of bidding. In the evaluation of bids, the philosophy of the Board shall be that the District cannot always purchase the most expensive item, nor should the Board always look to the lowest bid, but rather the bid that, in the judgment of the administration and the Board, is in the best interest of the District.

All purchases or leases made in the name of Sweetwater County School District #1 must be authorized by the Superintendent and/or Chief Financial Officer. Any purchase or lease not so made will be deemed to be a personal purchase and must be paid for by the purchaser. The administrative staff will not be permitted to confirm orders to cover unauthorized purchases. Furthermore, no individual is to order anything for the District or any group using the name of the District without an approved "purchase order," or a "voucher" approved for use by the Business and Finance Office prior to purchase.

A "purchase order" is a dual-purpose form, generated by the District, that (a) authorizes a purchase transaction, and (b) authorizes payment for goods and services received. The "purchase order," when accepted by the Seller, becomes a contract binding to both identified parties and contains the description, quantity, price, discounts, payment terms, date of shipment and any other terms and conditions of sale.

A "voucher" is a written instrument that serves to confirm or witness (vouch) for the facts of a transaction between the District and a vendor or service provider. A "voucher" is used to show goods have been bought or services have been rendered, authorizes payment, and indicates the accounts in which these transactions have to be recorded.

The building principals, department directors, program directors, and coordinators are responsible for determining that adequate funds are available within the budget line item, and that all funds are obligated by an approved purchase order or voucher prior to making a purchase to guard against the creation of liabilities in excess of appropriations, and so that no purchase is allowed without a properly signed purchase order or approved voucher:

1. Before a purchase order is issued, the Chief Financial Officer or designee shall identify the expenditure against a specific budget line item and notify the building administrator, department head, director or other responsible party of any negative balance;

2. When a voucher is issued, the building administrator, department head, director or other responsible party shall identify the expenditure against a specific budget line item and determine that adequate funds are available within the budget line item.

Board approval of the annual budget provides authorization to the Superintendent or the delegated representative to expend amounts for budget items totaling less than twenty-five thousand dollars (\$25,000.00), providing that procedures outlined in Board policy are closely adhered to in making the purchase.

The Superintendent and Chief Financial Officer will develop procedures for purchases that:

1. Encourage standardization of purchases throughout the District, whenever consistent with educational goals, and/or meeting reasonable safety standards.
2. Consolidate purchasing for the most economical pricing and value, including the use of approved purchasing groups or bulk purchasing;
3. In limited cases, authorize open purchase orders for multiple purchases to reduce paperwork for items purchased repetitively, examples include grocery items for family and consumer science classes, automotive repair parts, maintenance parts, etc.;
4. Require recordings of purchases for budget preparation and reconcile delivery to order before payment is made; and
5. Establish limits of approval and authority and for open purchase orders, specify individuals authorized to make such purchases.

All District employees must report suspected fraud, theft or misuse of District funds to the Superintendent or Chief Financial Officer immediately. Employees may be subject to discipline or termination for failing to follow Board Policy or any misuse of District resources, including District Purchasing Cards.

#### Purchase of Government Surplus Property

The Board shall purchase whenever advisable government surplus property offered for sale.

The Board shall appoint surplus property officers for the District, who shall be responsible for the purchase of such property in accordance with the Board's purchasing policies.

Portions adopted 2/14/77, 7/11/77

Revised 12/14/92, 4/8/98, 4/10/00, 7/15/15, 12/09/19

Legal Refs: W.S. 21-3-110(a)(viii)  
Wyoming Education Policies Reference Manual, Codes, DJA, DJF, DJC