



PURCHASING PROCEDURES

ADMINISTRATIVE REGULATION:

The fiscal services department will provide updated bidding requirements, purchasing instructions and forms at the beginning of each academic year.

Authorization

The Superintendent will designate the employees who have authority to approve budgeted expenditures for specific buildings and/or department budgets and the grant administrators to approve budgeted expenditures for specific grants.

Procurements are authorized only when the following conditions are met:

- a. Pre-approval by appropriate administrator has been obtained;
- b. Confirmed that adequate budget is available; and
- c. Compliance with all district purchasing policies and regulations.

Exemptions from Purchase Orders

All procurements require an approved purchase order except for the following:

- a. Open purchase orders are designed to expedite routine purchases and payments. An open purchase order will allow departments to purchase multiple items needed at different times throughout the year. An open purchase order is approved for one fiscal year.
- b. Employee reimbursements may be submitted on a manual purchase requisition form with attached receipts for prompt payment. No purchase order is required.
- c. Employee mileage reimbursement forms.
- d. Check requests can be used for payment of items in emergency situations or when a vendor does not accept a district purchase order. For example: membership dues, registrations, refunds, employee benefits, payroll taxes, debt service payments. The check request must be signed by either the superintendent, finance director or accounting supervisor.
- e. District credit card expenditures submitted per district procedures.

Expenditure of District Funds for Meals, Refreshments and Employee Recognition

The district recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend district funds in the course of conducting district business to provide meals or refreshments (i.e., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various district and building level meetings, gatherings to celebrate district successes or recognize individual achievements, contributions or outstanding service to the district and other district and school-sponsored activities. Such expenditures are subject to the provisions of this administrative regulation and district policies and regulations.

The use of district funds, as used in this regulation, means the use of funds in any of the general accounts of the district or student body accounts held at each school. Building staff members may establish through voluntary contributions "social funds" or "sunshine funds". Such funds are generally used for birthday recognition, bereavement, or staff parties. These funds are maintained privately and are exempt from the following requirements.

Meal reimbursement for out-of-district travel is covered under policy DLC and administrative regulation DLC-AR.

Meals and Refreshments

District funds may be used to pay for individual or group meals only if official district business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the district to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided for the convenience of the district as a part of Board or administrative work sessions, at district or building-level committee meetings or other district-approved activities.
3. Meals not directly business related may be provided to staff or others at the individual's expense only.

Board members, principals and other district administrative staff may use district funds for refreshments for staff, parents or others at meetings, in-service programs or other similar district or school-sponsored activities, subject to the following requirements:

1. The purchase of alcoholic beverages with district funds is strictly prohibited.
2. The use of district funds for staff parties is prohibited.

Employee Recognition

There are numerous occasions that may arise whereby Board members, administrators or other district staff may feel the need to recognize employees (i.e., administrative professional's Day, teacher appreciation week, classified employees' week, retirement holidays, birthdays, etc.). A Board member, administrator or other district employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

1. The district may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing district funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week;
2. Administrative staff may use district funds to provide an appropriate token of appreciation on behalf of the Superintendent or the Board. The value of this item may not exceed \$25 per person;
3. Administrative staff may use district funds to provide gifts as an appropriate token of appreciation. The value of this item may not exceed \$10 per person.
4. No other expenditure of district funds for gifts is permitted without prior authorization from the Board or superintendent;
5. Gift cards from businesses that offer products or services prohibited by district policy or regulation are not permitted;
6. Gifts in recognition of holidays are prohibited as a district expense but may be provided at the individual's expense.

Adoption Date: 5/11/2015

Legal Reference: DLC and DLC-AR Expense Reimbursements – Travel Procedures