

## **Section 3000 – Fiscal Management**

### **3610 Purchasing Goods and Services**

3610

The Superintendent or the Assistant Superintendent for Business shall be the sole purchasing agent for the District.

#### Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

#### Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise because of an accident or other unforeseen occurrence that could affect the life, health, welfare or safety of the District's students or employees.

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LEGAL REF: MCL 15.321-330; 380.1216; 380.1274

## **Section 3000 – Fiscal Management**

3620 Administrative Leeway (Cf. 2750, 3660)

3620

In the event of an emergency such as a power failure, severe cold weather or other such natural disasters, the Superintendent shall have the authority to purchase capital equipment needed to keep the schools of the District open or to reopen the schools. The Board, at a special or regular meeting as soon as possible after the purchase is made, shall approve any such purchases.

Such purchases shall not be made to circumvent the purposes of the competitive bid law.

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## **Section 3000 – Fiscal Management**

3650 Cooperative Purchasing (Cf. 3660)

3650

The Superintendent or Assistant Superintendent for Business is authorized to consider, and recommend for Board approval, membership in cooperative purchasing organizations that would be of benefit to the District.

Cooperative purchasing also pertains to what is commonly referred to as “third party bids.” Third party bidding shall constitute a competitive bid for purposes of policy 3660 - Competitive Bids.

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## **Section 3000 – Fiscal Management**

### **3660 Bids and Quotation Requirements**

3660

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the District's bidding procedure by the District's purchasing agent.

The assistant Superintendent for Business shall develop and maintain lists of potential bidders for various types of materials, equipment, and supplies. Such bid lists shall be used in the development of mailing lists for distribution of specification and invitations to bid.

#### Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the Board approves the purchase.

#### Bid Specifications

All bid specifications shall be written by the District's Business Office in a clear and concise manner.

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LEGAL REF: MCL 380.1267; 380.1274