

FINANCE

Policy 611.4-R

Purchasing Goods and Services

The District's purchasing activities shall be open, competitive and ethical.

The principles of purchasing all goods and services are:

1. Obtain maximum value by considering the life cycle cost of purchases.
2. Conduct purchasing in an efficient and cost effective manner. Administrative effort and cost are to be commensurate with the value of the purchase.
3. Provide purchasing discretion and flexibility for the district, schools and departments within the granted authority and subject to optimizing best value for the school district as a whole.
4. Establish and renew standardization of goods where appropriate to disseminate experiential base and realize best life cycle value.
5. Procure goods and services without compromising a healthy, safe, relevant and aesthetically acceptable learning and working environment.
6. Provide reasonable opportunities for qualified suppliers and contractors to seek the school district's business.
7. Document rationale for purchases made other than the lowest price bidder.
8. Select vendors through processes which are open, competitive and ethical.
9. Procure goods and services with due regard to a sustainable and green environment.
10. Utilize acceptable professional practices for public sector buying.
11. Utilize purchasing resources for the benefit of the school district.

Authority

The Board authorizes the Secretary Treasurer or his/her designate to commit the District to purchase contracts within the scope of this policy and to create all procedures required to support the implementation of this policy.