

## RSU #63

- a. **NEPN/NSBA Code:** **DJA**
- b. **Title:** **Purchasing Authority**
- c. **Author:** **Budget & Finance Committee**
- d. **Replaces Policy:**
- e. **Date Approved:** **08/28/2017 RSU #63**
- f. **Previously Approved:** **02/23/2015**
- g. **Policy Expiration:** **Review as Needed**
- h. **Responsible for Review:** **Budget & Finance Committee/Policy Committee**
- i. **Date Reviewed:** **07/26/2017 Budget & Finance Committee**  
**08/07/2017 Policy Committee**
- j. **References:** **Policy DJ-Purchasing**  
**Policy DJH-Purchasing & Contracting-Procurement Staff**  
**Code of Conduct**  
**Policy DJ-R-Federal Procurement Manual Administrative**  
**Procedures**
- k. **Narrative:**

In addition to the administration of the school district (the district), the RSU #63 School Board (the Board) recognizes its fiscal responsibilities to the taxpayers within the district. In order to ensure and maintain the trust and confidence of the district taxpayers, the Board has established the following procedures for purchasing and procurement of services:

- I. The Superintendent of Schools (the Superintendent) is designated as the exclusive purchasing agent for the district. No request for payment of equipment, supplies, or services rendered to a district shall be paid unless the procurement of such items has the prior written authorization by the Superintendent or his/her designee.
- II. The Superintendent shall have the authority to direct all purchases and expenditures and to establish procedures for obtaining the best combination of quality, service, and price as may be appropriate. These purchases and expenditures shall be subject to no less than the following requirements:
  - A. Preliminary review of any required Request for Bids (RFB) for applicable services and/or materials expected to exceed \$10,000, shall be provided by the Business Manager, the Superintendent or his/her designee, and the Budget & Finance Committee before it is released to the public.
  - B. The Business Manager and Budget and Finance committee will review the appropriate administrator's (eg. Principal, Director of Special Services, Technology Director, and Director of Transportation/Facilities) recommendation prior to the final approval and authorization by the appropriate administrator, Business Manager, or Superintendent (or his/her designee) or the Board as may be appropriate.
  - C. Under no circumstance, will any district employee or Board Director release credit card account numbers, checking account numbers, or any other financial

data that would allow access to these accounts without the expressed and written approval from the Business Manager or the Superintendent.

- III.** The Transportation/Operations Director shall assist the Superintendent in obtaining prices for heating fuel, vehicle fuel, vehicle and equipment parts, snow plowing, trash removal, and other contractual services, and shall ensure correct delivery and billing of same.
- IV.** Purchase Orders will be used to document purchases to ensure price, quantity, quality, and content are supplied as ordered. They will also be used to track purchases through the payment process and to maintain a record of encumbered funds.
- V.** Expenditures will be limited to the amount of appropriated funds per cost center/category (+/- 5% transfer) at the time of the Annual Budget Meeting unless another Public Meeting is called to authorize additional funds.