MURFREESBORO CITY SCHOOL BOARD POLICY

Descriptor Term:	Descriptor No:	Date Adopted:
PURCHASING AUTHORITY	FM 8	4/79
	Reviewed/Revision Adopted: 9/93; 3/01; 1/12	

The Board will purchase competitively and seek maximum educational value for every dollar expended. The Director of Schools and Chair of the Board shall serve as the purchasing committee for the Board. Authorizations to purchase shall be provided by the Board and shall fall into the following two (2) categories:

GENERAL PURCHASE AUTHORITY

General purchases shall include expenditures for supplies, salaries, and general expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized through budget approval. Items for long-term use such as vehicles, contracts, major equipment, and supplies of an unusual quantity or nature will be authorized through budget approval. The Director of Schools shall make all general and line item purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates becomes necessary.

All purchases shall be made in accordance with Tennessee State Law. All purchases of supplies, materials, and equipment in excess of ten thousand dollars ($10,000), including those of individual schools, shall be based upon competitive bids. These bids shall be solicited by advertisement in a newspaper of general circulation in the district. However, said newspaper advertisement may be waived by the purchasing agent in case of emergency. The purchasing agent shall advertise for bids. However, bids are not required where the purchases will be made from State of Federal GSA Contract. Also, when the purchasing agent deems that the state contract is not in the best interest of the taxpayer, alternative pricing will be obtained.

All purchases estimated to be between $500 to $10,000, including those of individual schools, may be made in the open market without newspaper notice, but shall be based on at least three (3) competitive quotes.

The lowest and best bid shall be accepted, provided the Board reserves the right to reject any or all bids. Any bid may be withdrawn prior to the scheduled time for opening of bids. Any bid received after the time and date specified will not be considered. The Board recognizes that the lowest bid may not be the most responsible nor most advantageous to the public. Factors to be considered should include the responsibility of the bidders, warranty offered, availability of service parts, past service experience, life cycle costing, stocking of parts, and training expenses.

Any bid that is not the low bid will require Board approval. Monthly summaries of bids shall be submitted to the Board of Education.

Contracts for legal services, educational consultants, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids but shall be awarded on the basis of competency and integrity.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the Director of Schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the Chair shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

STATE BID PURCHASE AUTHORITY

The Director of Schools and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the Director of Schools is authorized to purchase any needed items through suppliers approved on the state bid list.

LOCAL PURCHASING

The Board will purchase locally whenever other conditions are comparable.

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Legal Reference:

T.C.A. 49-2-206(3)