

**PURCHASING AND BIDDING REQUIREMENTS**

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the Windham School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds is in compliance with District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- A. Provide for the consistent accountability of all District funds.
- B. Require that purchases be supported by purchase orders, contracts, or itemized credit card receipts. Payment shall be made only upon receipt of an original invoice or monthly credit card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement. All goods must be delivered to a Windham School District site (school/ SAU office). No goods may be delivered to a home or personal address.
- C. Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District’s financial software containing the budget unit organization and object codes to be charged, and bear the electronic approval of the Principal and/or Director. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the Principal or Director to request a budget transfer of funds to over any order that may take an account over-budget. All transfers will be in accordance with policy DBJ (Transfer of Appropriations)

Purchases and projects involving expenditures shall be expected to comply with these practices:

- \$0 to \$5,000: Best interest of the District
- \$5,001 to \$20,000 Request at least three (3) written quotes (if available) with prior School Board approval

**Legal References:**

Windham School Board	Policy Code: DJB
Date revised: April 2011 Date revised: September 2008 Reviewed: June 6, 2017 Revised: August 15, 2017 Revised: March 6, 2018 (DJE merged into DJB)	

- Over \$20,000 Request at least three (3) written quotes in response to District developed requests for Quotations or bid documents with prior School Board approval

All purchases made in the open market shall be completed after careful evaluation.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding (and to any other suitable merchants and firms).

All Bids must be submitted in sealed envelopes, addressed to the Superintendent or Business Administrator and plainly marked with the name of the bid, and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

Bids over \$20,000 require Board approval, and purchases over \$5,000 and up to \$20,000 require Superintendent or Business Administrator approval. The Board, with input from the Superintendent, reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board authorizes the Superintendent to negotiate with a bidder when all bids exceed the budgeted appropriation. The bidder to whom the award is made shall be required to enter into a written contract with the District.

Exceptions to Bidding or Written Quotation Requirements:

- Purchases made through collaborative purchasing groups.
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services with prior School Board approval.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District with prior School Board approval.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair.
- Purchases involving a documented sole source of supply (e.g. textbooks) or Board approved sole source vendors.
- Sole source vendors will be proposed the Administration and approved by the School Board on an annual basis.

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- Other purchases deemed to be within the best interest of the District and approved by the Board in advance.

No exception shall be made nor procedure followed that is contrary to New Hampshire or Federal law.

Purchase orders are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived in writing by the Business Administrator.

In the event that a function and object line would become over expended, the expenditure must be approved by the Superintendent or designee. Savings in other areas of the budget shall be used to offset such expenditure. The Superintendent, with the advice of the Business Administrator, may institute a partial or full freeze on expenditures at any time to protect the District against a potential deficit.

All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or with other districts and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding. District funds will not be used to fund retirement parties. Gifts to employees who are retiring will not exceed \$150.00 per person.

Any individual who places an order without complying with the purchase order or credit card procedures shall be responsible for the payment of or return of the items received.

Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified immediately of such purchases over \$5,000.

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