

PURCHASING

The district operates using funds collected from taxpayers for the benefit of the district's education program, and it is imperative that all Board members and district employees strictly adhere to district policies and procedures when making purchases for the district.

Laws Regarding Federal Awards

In addition to the requirements of policy DJF and this procedure, when a purchase involves federal funds or a federal award, the rules detailed in policy DJFA and related procedures must also be followed.

Definitions

Competitive Bidding – A process of obtaining products or services where the district contacts providers or advertises, and interested providers submit quotes, offers, bids or sealed bids from which the district chooses. Competitive bidding may include the solicitation and submission of offers electronically or through a web-based system. The requirement for providers to submit sealed bids is one type of competitive bidding.

Competitive Negotiation – A process of obtaining a contract for products or services where the district contacts providers or advertises a request for proposals (RFP) detailing the scope, specifications, terms and conditions of the proposed contract and the criteria on which the proposals will be analyzed, then negotiates separately with each responsive provider to award the contract.

Debarred – Exclusion from state or federal government contracting and subcontracting for products or services.

Lowest or Best Bid or Offer – The provider with the best product or service based on district criteria that may include price, value, quality of product, history of performance, recommendations and other qualities important to the district.

Products – All physical property other than real estate including, but not limited to, supplies, books, furniture, machinery and equipment.

Provider (vendor) – A vendor of products or an independent contractor providing services to the district.

Purchase – Obtaining or procuring products or services for the district in exchange for money or anything of value.

Purchasing Card – A credit card in the district's name on which the district has placed automatic restrictions such as the amount that can be charged per day, where the card may be used or the type of purchases that can be made with the card.

Sealed Bids – A form of competitive bidding in which providers submit offers in a sealed envelope or package that is publicly opened at an advertised place and time or submit offers using a web-based system that protects the confidentiality of each submitted bid until the date and time of the bid opening.

Services – All providers of labor or professional expertise other than that provided by district employees in the scope of their duties including, but not limited to, services such as substitute services, construction, auditing, bond underwriting, consulting and legal services.

Store-Issued Credit Card – A credit card in the district's name that can only be used at specific stores, such as Sam's Club or Schnucks.

Purchasing Supervision

The chief financial officer, director of sustainability and purchasing and director of finance will supervise district purchasing and may authorize purchases on behalf of the district that conform to the Board-adopted budget.

General Rules

1. All funds received by district staff on behalf of the district shall be deposited in district accounts. All funds deposited with the district, regardless of source, are considered district funds. Any purchases made with these funds must comply with district policies and procedures.
2. Although buildings, departments and divisions are allocated budgets for a given period, the expenditure of those budgetary amounts is still subject to law and district policies and procedures.
3. No contract over \$50,000 will be entered into or bill paid without the proper documentation and an affirmative vote from a majority of the whole Board. The chief financial officer may authorize and sign a contract up to \$50,000. Even without a contract, no unbudgeted purchase will be made without prior Board approval, except in accordance with the Emergency Provisions Situations subsection of this procedure.
4. Regardless of the purchase method used, the district will select the lowest or best bid or offer that meets the specifications. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price. If the scope of the purchase changes substantially, the district will rebid the product or service unless this procedure specifically provides otherwise.

5. Purchases may be made only through a purchase order, credit card, store-issued credit card, purchasing card, ghost purchasing card, order for payment (invoice entry) or through petty cash, when appropriate. In rare circumstances when one of these methods of payment is not available, the district may reimburse an employee for a purchase made with the employee's personal funds. Employees should follow the designated reimbursement procedures outlined below prior to making a purchase outside the authorized methods to ensure reimbursement.
 - ▶ All reimbursements will be approved by appropriate administrators or supervisors and the Board of Education prior to release of payment. Missouri sales tax will not be reimbursed for any purchase. Employees are expected to provide a copy of the district's tax exempt letter when making a purchase or order the item through normal purchasing channels.
 - ▶ For reimbursement requests of up to \$100, administrator or supervisor approval will be conducted through invoice entry.
 - ▶ For reimbursement requests between \$100 and \$500, administrator or supervisor approval must be obtained in writing prior to the purchase.
 - ▶ For reimbursement requests greater than \$500, administrator or supervisor approval must be obtained through the purchase order process prior to the purchase.
6. All purchases must receive approval from the principal or other appropriate administrator or supervisor responsible for the budget code from which the purchase is made. The principal or supervisor will compare requests to prevent the purchase of duplicative or unnecessary items. The following items require additional approval prior to making the purchase, regardless of the cost:
 - ▶ Computer hardware and software must be approved by the district's director of technology and innovation or designee.
 - ▶ Materials purchased with grant funds must be approved by the person designated as the grant administrator.
 - ▶ Construction or maintenance of district facilities must be approved by the district's director of facilities or designee.
 - ▶ The respective administrator or supervisor must approve travel expenses such as airline tickets and hotel reservations. All travel expenditures must be in compliance with policy DLCA and associated administrative procedures.
 - ▶ Services identified by the Missouri Financial Accounting Manual as Purchased Services, Professional and Technical Services, Purchased Instructional Services, Instructional Program Improvement Services, Pupil Services, Staff Services, Audit Services, Data Processing and Technology Related Services, Legal Services, Election Services and Other Professional

Services, will require the completion and approval of the Request for Approval of Professional Services form prior to services being rendered.

7. All purchases must be attributed to a budget code, and funds must be available in that program or building code prior to making the purchase. Federal funds will be identified in accordance with the district's procedure for cash management of federal funds.
8. If the requested expenditure does not fit into a budget code or would go beyond the approved amount in that budget code, the request will be forwarded to the superintendent's or designee's office for review. If the superintendent or designee determines that the request is reasonable but will require an amendment to the current budget, the superintendent or designee will include the request as an agenda item at the next Board meeting.
9. All purchases must be appropriately documented consistent with auditing guidelines and this procedure.
10. District staff will provide the district's tax-exempt letter to vendors before making any purchase that may be taxed.
11. Purchase orders will expire by the end of the fiscal year indicated on the purchase order if not redeemed. This does not include items ordered in advance of the following fiscal year in accordance with policy DJFA.
12. The district prohibits purchases through the district for recreational activities, including golf outings, trivia nights and alumni hall of fame events.

Competitive Purchasing

Micro-Purchases

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds. Unless otherwise addressed in this procedure, employees are expected to contact multiple providers before making a purchasing decision under \$3,500. If a single item or a single order has a total cost of \$3,500 or less, bids may or may not be taken at the discretion of the director of sustainability and purchasing.

Small Purchases (Quotations)

If the estimated expenditure is more than \$3,500 and less than \$15,000, the employee authorized to make the purchase must:

1. Notify the director of sustainability and purchasing or designee of the needed purchase. The director of sustainability and purchasing or designee may send electronic notices of the proposed purchase to

all providers on the district provider list. The director of sustainability and purchasing or designee may decide to directly conduct or oversee the bid process and purchase or allow the authorized employee to conduct the bid process and purchase.

2. Obtain bids, quotes or offers from at least three providers. The director of sustainability & purchasing, designee(s), may solicit bids, quotes or offers directly from providers and may utilize bids, quotes or offers received by an electronic bidding platform, telephone, and email. In addition, the employee may use catalogs and websites to make comparisons.
 - ▶ If the estimated expenditure for a single item or single order has an annual estimated cost between \$3,500 and \$7,500, the authorized employee may utilize bids received by fax, telephone, e-mail and catalog comparison or through online submissions to potential providers.
 - ▶ If the estimated expenditure for a single item or single order has an annual estimated cost between \$7,500 and \$15,000, the authorized employee shall utilize bids obtained in a written and executed format that may be received by fax, email or mail.
3. Document instances where fewer than three providers sell or provide the service or product and consult the available provider(s).
4. Provide the director of sustainability and purchasing with the proper documentation, including documentation of which provider was chosen and the reasons for selecting that provider.

Sealed Bids

If the estimated expenditure is \$15,000 or more, bids shall be taken through the sealed bid process, and the employee authorized to make the purchase must:

1. First notify the director of sustainability and purchasing or designee of the purchasing need. The director of sustainability and purchasing or designee will directly conduct or oversee the bid process and purchase.
2. The director of sustainability and purchasing or designee and the users will jointly develop bid specifications for the item to be purchased.
3. If the expenditure is for construction, the district will follow the bidding requirements of the law. Otherwise, at least five business days before the bids are to be opened, the director of sustainability and purchasing, manager of planning and engineering or designee will advertise the proposed purchase in a newspaper or through an electronic medium available to the general public or post notice of the proposed purchase in the same location as postings for School Board meetings. The director of sustainability and purchasing, manager of planning and engineering or designee will send electronic notices of proposed purchases to all businesses on the district's provider list.

4. The director of sustainability and purchasing may solicit sealed bids directly from qualified providers (vendors). A vendor is deemed qualified if they are known at the time of the request for bid to provide for the sale of the commodity, service or specialized product that is the subject of the request. The request for a sealed bid will be submitted to a minimum of three qualified vendors, if three or more feasible vendors are available, and shall include a letter of Instruction to Bidder naming the item for which a bid is requested and enumerating assumed obligations on the part of the bidder when he or she submits the bid. A set of specifications of the item to be bid and explanatory attachment will be included in the request for bid.
5. Whenever possible, bid requests will be developed using performance specifications that do not preclude any of the solicited vendors from submitting a responsive bid.
6. It is the provider's responsibility to ensure that bids are received by the district no later than the appointed date and hour. Late bids will not be considered and will be returned unopened to the bidder.
7. All bids received will be held unopened until the stated time of the bid opening. At that time the director of sustainability and purchasing or designee will publicly open all bids received and will maintain all documentation of the purchase, including which provider was chosen and the reasons for selecting that provider.
8. If the director of sustainability and purchasing or designee has received bids in accordance with this procedure and later finds the same product or service at a lower cost through a catalog or an online vendor that did not submit a bid, the director of sustainability and purchasing may reject all sealed bids and purchase through the catalog or online vendor, unless formal or sealed bidding is required by law.

Bid Specifications

Bid specifications will include a clear and accurate description of the technical requirements for the material, product or service desired and will identify all requirements and all other factors that will be used in evaluating bids or proposals.

Changing Specifications without Rebidding

Except as prohibited by law, such as when bidding construction services, the district may change the scope of the purchase and accept a provider's offer without rebidding the purchase when bids received are unreasonable, have unacceptable terms and conditions, are noncompetitive, or when the low bid exceeds available funds. The director of sustainability and purchasing must first determine in writing that time or other circumstances will not permit the delay required to resolicit competitive bids. Each responsive bidder who submitted a bid under the original solicitation must be notified of the change and given a reasonable opportunity to modify his or her bid and submit a best and final bid. In cases where the bids received are

noncompetitive or the low bid exceeds available funds, the ultimate amount agreed upon must be lower than the lowest rejected bid of any responsive bidder under the original solicitation.

Exceptions to the Regular Competitive Purchasing Process

1. Competitive Negotiations and Proposals

The district may purchase products or services through an RFP if the director of sustainability and purchasing determines that the purchase requires—or that the district would benefit from using—competitive negotiations rather than competitive bidding. Requests for proposals will be advertised and solicited in the same manner as competitive bids, depending on the anticipated cost.

The district will select the lowest or best offer as determined by the evaluation criteria established in the RFP and any subsequent negotiations. In determining the lowest or best offer, negotiations may be conducted with responsive providers for the purpose of understanding and clarifying the proposal and verifying that the proposal responds to the district's needs. All providers submitting proposals shall be accorded fair and equal treatment with respect to any opportunity for negotiation and subsequent revision of proposals. Revisions may be permitted after submission and before award for the purpose of obtaining best and final offers. The director of sustainability and purchasing shall have the right to reject any or all proposals and advertise for new proposals or purchase the required products or services on the open market if they can be obtained at a better price.

2. Single Source (Sole Source) or Unique Circumstance Purchases

The director of sustainability and purchasing may waive the requirement of competitive bids or proposals when he or she determines in writing that there is only a single feasible source (sole source) for the purchase. Immediately upon discovering that other feasible sources exist, the director of sustainability and purchasing shall rescind the waiver and proceed to procure the products or services through the competitive process as described in this procedure. If the single source estimated expenditure for a single item or single order has an annual estimated cost that may exceed \$50,000, the purchase must have prior Board approval unless it is purchased in accordance with emergency provisions. A single feasible source (sole source) exists in any of the following circumstances:

- ▶ Products or services are proprietary and available only from the manufacturer or a single distributor. This may include items or services that possess a unique function, capability, copyright, patent or design/performance specification critical in the use of the item and that are not available on comparable products or service from any other source.
- ▶ Based on past procurement experience, it is determined that only one distributor services the region in which the products or services are needed.

- ▶ Purchases are available at a discount from a single distributor for a limited period of time, and the discount is significant based on the current market price and/or the last price paid for the product or service.
- ▶ Specific parts or authorized maintenance must be utilized to maintain validity of a warranty.

Documentation for single source (sole source) exceptions to the competitive purchasing process shall include a sole source letter and a justification form.

3. Approved Providers (Vendors)

In some circumstances where products and services are routinely needed, the director of sustainability and purchasing may competitively bid or negotiate for the product or service for use throughout the school year, based on past usage of the product or service. Such circumstances include, but are not limited to, the purchase of food, textbooks, office supplies or services such as bus maintenance or plumbing. The director of sustainability and purchasing will use the single source (sole source) purchasing process for unique products or services. Once a provider has been approved, district employees may purchase the designated products or services from the approved providers without additional competitive bidding.

Before designating approved providers, the director of sustainability and purchasing will first determine that the district will receive quality products and services from the providers at a reasonable cost to the district. The director of sustainability and purchasing or designee will review and redesignate approved providers annually, or within a designated competitive bid award cycle of multiple years, to ensure that the prices of the products and services provided remain competitive. Textbook providers will be designated as approved providers only if all statutory requirements are met. Approved providers may be designated at any time.

4. Cooperative Purchasing

Cooperative purchasing, including local and state intergovernmental agreements, should be utilized when it is determined to be to the financial advantage of the district. Before joining a cooperative purchasing program, the director of sustainability and purchasing will conduct an analysis to determine whether the cooperative purchasing program will result in a cost savings to the district based on the district's history of expenditures. This analysis will be conducted on a periodic basis to determine whether the district should continue to participate in the program.

5. Real Estate Brokers and Other Real Estate Services

In situations where the district will discuss or make decisions regarding the lease, purchase or sale of real estate in closed session as allowed by law, the district is not required to publicly advertise and seek sealed bids for the services of a licensed real estate broker or other services incident to the sale, regardless of the ultimate cost of the service provided. Instead, the director of sustainability and

purchasing will contact at least two service providers to obtain bids or quotes for services and make a recommendation to the Board, or the district may contract with a real estate broker or other service provider that has previously provided services to the district. This exception does not apply to services required to be publicly bid by law, such as construction services, or other services for which there is a specified selection process in law or policy, such as architectural, engineering and land surveying services.

6. Emergency Situations

Unless competitive bidding is required by law, the superintendent or designee may waive the requirement of competitive bids or proposals when he or she determines that there exists a threat to life, property, public health, or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property, or to prevent or minimize a serious disruption in services.

Emergency purchases shall be made with as much competition as is practical under the circumstances, which may include calling known providers to obtain a quote or e-mailing vendors on the provider list and requiring an immediate response. Emergency purchases will be made only to the extent necessary to alleviate the emergency. When emergency purchases exceed \$50,000, the Board of Education will be notified and followed by a board item at the next meeting.

7. Fees, Dues and Membership

In situations where the district is obligated to pay legal settlements or mandatory fees, such as election fees, conducting a competitive bid process is not possible and thus not required. In such instances the district will pay obligations to avoid penalty. In situations where the district and/or employees of the district will benefit from membership of outside organizations, the competitive bid process is not possible and thus not required. In such instances the district will pay dues and membership upon approval from appropriate administrators or supervisors.

8. Instructional Materials

Purchases involving instructional materials must comply with the selection process outlined in relevant Board policies and applicable administrative procedures.

9. Other Situations

In situations approved by district administrators and the director of sustainability and purchasing or designee, where the district will benefit from special circumstances and the competitive bid process is not possible, the competitive bid process is therefore not required. This includes, but may not be limited to, special events, venues, field trip destinations, professional development and other applicable situations. Such situations where the purchase is greater than \$50,000 shall require approval from the Board of Education.

Leasing, Renting or Lease-Purchasing

Lease, rent or lease-purchase arrangements are subject to competitive bidding requirements in the same manner as other purchases. The Board may purchase apparatus, equipment and furnishings by entering into lease-purchase agreements with providers. Any agreement that results in school district ownership of the leased object must contain a provision that allows the district an option to terminate the agreement on at least an annual basis. All expenditures related to lease-purchase agreements shall be considered expenditures for capital outlay.

Legal Compliance

In addition to the bidding requirements of this procedure, the district will comply with all laws with respect to acquiring products and services including, but not limited to, the following:

1. All construction projects that may exceed an expenditure of \$50,000 shall be advertised in a newspaper of general circulation and competitively bid, in accordance with law, and may also be advertised in business, trade or minority newspapers or by using other modes of communication, such as the district's website. Bid specifications and contracts for construction projects will include all elements required by law including, but not limited to, a requirement to pay the prevailing wage or public works contracting minimum wage, mandatory training, mandatory affidavits regarding the employment of authorized labor, and bonding requirements when applicable. See §§ 107.170, 177.086, 285.530, 290.210 - .340, 292.675, RSMo.
2. All purchasing of architectural, engineering or land surveying services must be advertised, bid and selected in accordance with Board policy and law. See §§ 8.285 - .291, RSMo.
3. Construction management, construction manager at risk and design-build contractor services must be advertised, bid and selected in accordance with Board policy and law. See §§ 8.675 - .687, 67.5050, .5060, RSMo.
4. The district must competitively bid auditing services and select an auditor who meets the qualifications set by the Department of Elementary and Secondary Education (DESE). See 5 C.S.R. 30-4.030.
5. Health and life insurance contracts will be competitively bid at least every three years. See § 67.150, RSMo.
6. General liability and other forms of insurance contracts will be competitively bid at least every six years. See § 376.696, RSMo.
7. Depositories of district funds will be competitively bid at least every five years. See §§ 165.201 - .291, RSMo.

8. When purchasing services using federal E-Rate Funds, the district will comply with federal law detailing the competitive bidding process. See 47 C.F.R. § 54.503.
9. Transactions with School Board members or employees, their spouses, dependent children in their custody and businesses they are associated with will only be conducted as required by law and Board policy. See §§ 105.454, .458, 171.181, RSMo.
10. As a condition for the award of a contract to provide the district services in excess of \$5,000, the provider must submit a sworn affidavit and documentation affirming enrollment in E-Verify and stating that the provider does not knowingly employ any person who is not authorized to work in the United States. See § 285.530, RSMo.
11. The district shall not contract with or otherwise use the services of an independent contractor for any work that regularly requires a teacher or administrator certification by law. See § 161.855, RSMo.

Purchasing Preferences

In accordance with law, the district will comply with all purchasing preference requirements in this section. Purchases made with federal funds must also comply with the requirements of policy DJFA and, in the case of conflict among the requirements, the provisions of DJFA will govern such purchases.

1. When contracting for any job or service, the district will give preference to Missouri businesses, or businesses that maintain Missouri offices or places of business, when the quality of performance promised is equal to or better than and the price quoted is the same as or less than that of the other responsive providers. See § 34.073, RSMo.
2. The district will give preference to all commodities manufactured, mined, produced or grown within the state and to all Missouri firms, corporations or individuals who supply commodities when quality and price are approximately the same. See § 171.181, RSMo.
3. The Board encourages district staff to purchase products manufactured, assembled or produced in the United States of America and for contractors and subcontractors of the district to do the same when working for the district. No purchases will be made from a company outside the U.S. unless the entity has provided the district with a valid W9, W8 or equivalent. See § 34.353, RSMo.
4. The district will purchase, to the maximum extent practicable, domestic commodities or products for its nutrition program. "Domestic commodity" means an agricultural commodity that is produced in the United States of America, and "domestic product" means a food product that is processed in the United States of America substantially using agricultural commodities that are produced in the United States of America. See 7 C.F.R. §§ 210.21, 220.16.

5. When contracting for any job or service, the district will give a three-point bonus preference to service-disabled veteran businesses that are Missouri businesses or businesses that maintain Missouri offices or places of business. See § 34.074, RSMo.
6. When purchasing food or beverages to be processed or served in a building or room owned or operated by the district, the Board will give preference to those that contain a higher level of calcium if they are equal or lower in price and of the same type and nutritional quality. This consideration is in addition to any requirements of the U.S. Department of Agriculture under the National School Lunch Program or the School Breakfast Program. See § 34.375, RSMo.
7. When purchasing appliances with all or a portion of state funds, the appliance must have earned the Energy Star under the federal Energy Star program, unless exempted by the commissioner of the Office of Administration.
8. Employees responsible for the purchase of cleaning products will consult DESE guidelines on environmentally friendly products prior to purchase. See § 161.365, RSMo.
9. Socially responsible purchasing – The district encourages the purchase of goods and services from companies and supply chains that have demonstrated a sound practice for ensuring socially equitable practices whenever feasible.
10. Environmentally preferable purchasing – To the extent feasible, the district will purchase goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose. This comparison shall take into consideration, to the extent feasible, raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, disposal, energy efficiency, product performance, durability, safety, the needs of the purchaser, and cost.

Provider Lists

The director of sustainability and purchasing or designee will maintain lists of providers interested in receiving electronic notices of proposed district purchases. Any provider may request to be added to the list. It is the provider's responsibility to update contact information.

The director of sustainability and purchasing will not include providers who have been suspended or debarred at the state or federal level, and the director of sustainability and purchasing will remove providers when the district discovers that the provider has been suspended or debarred. The director of sustainability and purchasing may remove providers from the provider list if they have not submitted a bid or proposal in more than one year, or two bidding cycles, whichever is greater, or have proven to be unreliable or unqualified.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. If the district is currently under contract with a provider who becomes suspended or debarred, the district will comply with all legal obligations to the provider, but will not do business with the provider in the future until the provider is no longer suspended or debarred.

The director of sustainability and purchasing or designee will monitor the state and federal information regarding suspension and debarment and will immediately notify staff members if a provider with whom the district regularly does business is suspended or debarred.

Purchase Documentation

Documentation related to purchases must be maintained in accordance with the Missouri Secretary of State's retention manual and maintained in a centralized location so that there is a clear audit path linking the solicitation, evaluation, award and payment. When applicable, documentation should include:

1. Bid specifications.
2. Newspaper advertisements or posted notices.
3. List of providers contacted.
4. Original or copy of each written bid received.
5. Bid record/tabulation summary sheets.
6. Correspondence concerning the purchase.
7. Evaluation report, including an explanation if the bid accepted was from someone other than the low bidder.
8. Description of the emergency condition that existed if bids were obtained due to an emergency situation.
9. Rationale for a single feasible source (sole source) purchase. Rationale should include a designated justification form.

Receiving Products

All district buildings will have a designated receiving area where all products are delivered. Each building supervisor/administrator will designate employees who are authorized to sign for products received at that building. All products must be delivered to a district location.

As soon as possible after receipt of a product, the employee who ordered it will inspect the product to ensure that the district received the appropriate quality and quantity of the product, that the product was delivered in a timely manner and that the price and quantity on the invoice matches the receipt. If the product is acceptable and the purchase was made by purchase order, the employee who ordered it will send proof of receipt to the finance department so that the purchase order can be paid. If a partial shipment is received, the employee will send the receipt to the finance department and will include notification that the entire order has not been received. If the purchase was made by credit card, store-issued credit card or purchasing card, the employee issued the card will submit the invoice and the receiving slip, if available, to the finance department with the card statement. If the statement has already been paid prior to receipt, the employee issued the card will submit the invoice and/or the receiving slip, if available, to the finance department for documentation.

If the product is not what was ordered, the employee who ordered it will contact the provider immediately for correction. If the product cannot be replaced or the error corrected before the expiration of the purchase order, the employee will notify the purchasing department immediately so that the first purchase order is canceled and a new purchase order is issued. If the provider refuses to correct the error, the employee will contact the finance department, purchasing department and, in circumstances of purchasing card fraudulent activity, the purchasing card provider immediately so that payment can be withheld or a protest filed with the credit or purchasing card issuer.

The building supervisor/administrator will designate one or more employees to verify all products received over the summer or in other situations where the employee who ordered a product is absent for an extended period of time. The person(s) designated will stand in place of the person ordering the product and perform the duties detailed above. The designated person(s) will attempt to notify the person who ordered the product, in addition to the director of sustainability and purchasing or designee, if there are any concerns.

All products received over the summer or in other situations where employees who ordered products are absent for an extended period of time will be stored in a secure, locked location and may ~~only~~ be removed only by the employees who ordered the products or by other employees upon direction of the building supervisor/administrator or designee.

Receiving Services

In general a service provider will be paid only after the employee who requested the service verifies that the service has been rendered in accordance with the specifications. Exceptions may be made for purchases such as membership dues, registration fees and travel expenses such as airline tickets. Employees will contact the director of sustainability and purchasing if there are concerns regarding the quality of the service provided or if the service is not completed in a timely manner.

Payment

Because by law the Board must approve the payment of all bills, the director of sustainability and purchasing or designee will work with regular providers to arrange for a billing cycle that allows for official Board approval before payment, and yet protects the district from incurring late fees or interest payments.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Adopted: 07/27/2021

Parkway C-2 School District, Chesterfield, Missouri