

PURCHASING AND ACQUISITION

CH  
(LOCAL)

PURCHASING AUTHORITY	The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into a categorical exemption.
CATEGORICAL EXEMPTIONS	A categorical exemption shall be defined as follows: <ol style="list-style-type: none"><li>1. A Board-approved contract;</li><li>2. Continuing or periodic purchases under a Board-approved contract or bid;</li><li>3. Expenditures for utilities including electricity, natural gas, telecommunications, water, and wastewater;</li><li>4. Expenditures for impact and permitting fees imposed by municipalities and county governments;</li><li>5. Payments to the county appraisal district;</li><li>6. Expenditures for vehicle fuels procured through Board-approved purchasing cooperatives; or</li><li>7. Expenditures for food service products procured through Board-approved purchasing cooperatives.</li></ol>
PURCHASING METHOD	The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL).
COMPETITIVE BIDDING	If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be <del>submitted through the District's online bidding system or in accordance sealed envelopes, plainly marked</del> with <u>administrative regulations, the name of the bidder</u> and the <u>submission of any electronic bids shall also be in accordance with Board-adopted rules</u> <del>time of opening</del> . All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.  The District may reject any and all bids.
COMPETITIVE SEALED PROPOSALS	If competitive <u>sealed</u> proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be <u>in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules</u> , <del>submitted through the District's</del>

~~online bidding system or in sealed envelopes, plainly marked with the name of the proposer and the time of opening.~~ Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

ELECTRONIC BIDS  
OR PROPOSALS

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

RESPONSIBILITY FOR  
DEBTS

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing~~current administrative~~ procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE  
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee ~~on a properly drawn and issued purchase order,~~ in accordance with administrative procedures, including the District's purchasing procedures.

PERSONAL  
PURCHASES

District employees shall not be permitted to make purchases~~purchase supplies or equipment~~ for personal use through the District's business office.