

DJ—Purchasing

Procurement Standards

All purchases from School funds shall be carried out in manner most beneficial to the School and in accordance with applicable laws and regulations. The Administrator shall designate a Purchasing Agent for the School who shall manage a central purchasing function pursuant to law, and promulgate School administrative procedures consistent with law and regulation. The procedures shall indicate requirements relative to bids, proposals and small purchases as they apply to the procurement of all materials, equipment and services.

Bids and Proposals

All procurements, other than emergency, that entail bids and proposals shall require Board review and approval prior to the award. Bids are not required for financial commitments less than or equal to \$10,000. Subsequent contract award amendments, which exceed ten percent (10%) of the original contract award, shall also be submitted to the Board for review and approval. Change orders on construction contracts do not require prior approval of the Board if the dollar amount does not exceed the provision for contingencies within the basic contract, or the contract as amended and approved by the Board. Change orders will, however, be reported to the Board at the next scheduled meeting.