

It is the policy of this district to make purchases in such a manner as to assure the best utilization of district funds. The board, or its designee, reserves the right to determine what is in the best interest of the district.

All financial and business transactions of the district shall be carried out in conformity with the law and consistent with sound ethical business practices. All purchasing decisions shall be made on the basis of objectivity and shall not be influenced friendship or other personal relationships.

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditures of funds. Personnel are prohibited from obligating the district relative to a purchase without prior authorization. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations. Open purchase orders may be used (with a maximum total amount specified) if such procedure will simplify repetitive small purchases.

The board authorizes the respective school principals to sign any revenue or expense contract with a total value under \$5,000 for their school. Staff members shall not obligate the district for contracts over \$5,000 without the express written approval of the board or superintendent. Staff members who obligate the district without proper authorization may be held personally responsible for payment of such obligations. No principal has the authorization to enter into a contract that is contrary to a contract the district has already entered into with another vendor for district wide expenditures.

All contracts with values over \$5,000 will be directed to the district office and signed by the board or board appointed representative. This includes contracts in relation to the associated student body fund accounts.

#### **PURCHASES EXCLUDED FROM THE STATUTORY PROCUREMENT PROCESSES UNDER IDAHO CODE SECTION 67-2803**

The board will comply with all statutory procurement (bid) requirements unless the expenditure is exempted from the processes. The following are exempted from the bidding requirements:

1. Procurement of an interest in real property.
2. Contracts or purchases for personal property of less than fifty thousand dollars (\$50,000), provided such contracts and purchases shall be guided by the best interests of the district, as determined by the board. The board may, when practical, call for competitive price quotations for such purchases.
3. The purchase of curricular materials, regardless of the purchase price. "Curricular materials" is defined as textbook and instructional media, including software, audio/visual media, and Internet resources.

4. The procurement duplicates the price and substance of a contract for like goods or services that has been competitively bid by the State of Idaho, one of its political subdivisions, or an agency of the federal government.
5. Disbursement of wages or compensation to any employee, official, or agent of the district for performance of personal services.
6. Procurement of personal or professional services to be performed by an independent contractor.
7. Procurement of insurance.
8. Costs of participation in a joint powers agreement with other units of government.

**LEGAL REVIEW OF CONTRACTS**

Before entering into a contract that entails the expenditure of fifty thousand dollars (\$50,000) or more, the board or its designee will have the contract reviewed by legal counsel to ensure that the district’s interests are adequately protected.

In the event the district anticipates expending over fifty thousand dollars (\$50,000) through a contract for bus transportation services, Idaho Code Section 33-1510 will be followed.

**PUBLIC CALAMITY RESOLUTION**

If there is a great public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or it is necessary to do emergency work to prepare for national or local defense, or it is necessary to do emergency work to safeguard life, health, or property, the board may pass a resolution declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. Upon adoption of the resolution, the board may expend any sum required in the emergency without compliance with the bidding requirements pursuant to Idaho Code 67-2808(1).



**LEGAL REFERENCE:**

- Idaho Code* Sections
- 33-118A
- 33-402
- 33-601
- 67-2320
- 67-2326 through 67-2333
- 67-5711C(3)

**ADOPTED:** August 10, 2004

**AMENDED:** October 12, 2004; November 8, 2005; May 10, 2016, October 10, 2017