

Purchasing: Authorization and Control

The Clerk and the Supervising Teacher or the Principal are authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$300, except the Supervising Teacher or District Superintendent (the most senior professional) shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff or students. The Clerk shall establish requisition and purchase order procedures as a means of controlling and maintaining proper accounting of the expenditure of funds. Staff who obligate the District without proper authorization shall be held personally responsible for payment of such obligations.

Purchasing: Bids and Contracts

Whenever the cost of any supplies, equipment or work shall exceed \$25,000, formal bids shall be called for by issuing public notice as specified in 320-9-304, MCA. Specifications shall be prepared and be made available to all vendors interested in submitting a bid.

The Clerk shall establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except for books), or public works projects, the cost of which is estimated to be in excess of \$25,000.

Bid procedures shall be waived only as specified in statute.

Legal Reference:	§ 20-9-204, MCA § 18-1-101, et seq., MCA § 18-1-201, et seq., MCA § 37-71-203, MCA § 49-3-207, MCA	Conflicts of Interest, Letting Contracts and Calling for Bids Public Contracts Bid Security Bids to Show Bidder is Licensed and Not Beyond a Contract Time. Nondiscrimination Provision in all Public Contracts
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Policy History:
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 Revised on: