

	<p>The Superintendent will supervise the expenditure of District funds in accordance with the proposals listed in the annual budget adopted for the current fiscal year.</p>
PURCHASING GUIDELINES	<p>No employee will purchase or charge the cost of any good or services to the District or to a particular campus without the express consent and written approval of the Superintendent or designee.</p>
	<p>Purchase order procedures as outlined in the TEA <i>Financial Accountability System Resource Guide</i> will be followed for all District purchases. [See CHD]</p>
	<p>Students will not be permitted to purchase items in the name of the school or the District.</p>
	<p>Board members will not be permitted to purchase items in the name of the school or the District without prior approval from the Board.</p>
INFORMAL PRICE-QUOTE PROCESS	<p>The following process will apply to single budgeted purchases of supplies, equipment, and services that are not required by law to be bid when such supplies, equipment, and services are not related to construction:</p>
	<ol style="list-style-type: none"> 1. Emergency purchases or short-term leases not in excess of 120 days, and purchases or leases of single sources or specialty items in excess of \$ 10,000, or specialty items where substitution or replacement is impractical because of technical problems, will be made only with the approval of the Superintendent, subject to approval of the Board. 2. Contracts for the lease or rental of equipment, materials, or services may be negotiated without securing advertised sealed bids provided that: <ol style="list-style-type: none"> a. The title to the property does not or will not change hands at any time. b. None of the lease or rental payments will apply toward a later purchase, giving an advantage to the leasing company.
	<p>Contracts for the lease or rental of equipment or materials where part or all of the payments may apply toward eventual purchase will be treated as actual purchases. The standard competitive bid process will be used regarding such contracts.</p>

FORMAL BIDDING
PROCESS

The following procedures will be followed when bids are to be obtained:

1. Bid requests will be furnished to known suppliers and to any supplier requesting an opportunity to bid.
2. Bids must be returned to the District's business office not later than 3:00 p.m. on the date stated.
3. Competitive quotes, taken by telephone and recorded from at least three vendors, if possible, will be secured. Awards in this category must be approved by the Superintendent.
4. The general practice of the administration will be to accept the low bid as submitted when the bids have been submitted on equal products.
5. When price and quality are essentially equal, preference may be given to local vendors over other bidders when bids are not otherwise regulated by law and in accordance with policy. [See CHD(LOCAL)]