

Dyer County Board of Education

Descriptor Term:

Purchasing

Descriptor Code:

DJE

Board Approved:

1/2/18

Rescinds:

DJE

Board Approved:

4/6/10

General

The school system will purchase competitively and seek maximum educational value for every dollar expended. The director or his/her designee shall serve as purchasing agent for the system-wide purchasing. Principals shall serve as purchasing agents for individual schools.

A purchase order should be issued for each purchase. The appropriate federal programs supervisor will approve all purchases and contracts that expend federal funds prior to payment. Purchases made by anyone not authorized by the appropriate official(s) shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

No school shall be obligated to pay for any expenditures made by a student or a teacher or by any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

The Board desires to purchase locally whenever other conditions are comparable.

Individual Schools

The director must approve the following purchases:

1. a single piece of equipment costing more than ten thousand dollars (\$10,000.00);
2. one that is to be attached to or one that requires alteration of the building; or
3. one that will become a permanent fixture

PURCHASING OF SURPLUS PROPERTY

The director and other employees designated by the director shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the director is authorized to purchase any needed items through suppliers approved on the state bid list

COOPERATIVE PURCHASING

The System, at the discretion of the director, may join in cooperatively purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

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Legal Reference:

1. TCA 29-2-206(3);TCA 6-36-115