



Book	Administrative Regulations
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	Purchasing Procedures
Code	AR 3310
Status	Under Review/Revision
Cross References	<a href="#">BP 3310 - Purchasing Procedures</a> <a href="#">AR 3451 - Petty Cash Funds</a> <a href="#">E 3310 - p-Card Use Agreement</a>
Adopted	January 12, 2009
Last Reviewed	May 6, 2019

#### **Purchasing Requisitions/Purchase Orders**

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. **KPBSD will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible to meet federal procurement standards.** Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, procurement card, formal contract, or petty cash expenditure.
4. Purchase orders and formal contracts shall be signed by the Superintendent.
5. **At the commencement of any contract, the KPBSD and the successful bidder shall each designate a contract administrator. Such persons shall be the respective party's single point of contact for purposes of management of the contract.**
6. Procurement cards issued in the responsible employee's name shall be utilized in accordance with parameters set forth in the E 3310a pCard Use Agreement and Guidelines. Receipts and documentation shall be forwarded to the business office for payment.
7. The business office or other appropriate administrative entity shall verify the availability of funds.
8. **Employees who violate procurement standards may face disciplinary actions from the Administration and/or the Board.**

#### **Quantity Purchasing**

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the School District.

