

## **PURCHASING**

The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program. The superintendent or designee will supervise district purchasing and may authorize purchases on behalf of the district that conform to the Board-adopted budget. Such transactions are not to exceed budget limitations, unless the budget is modified by the Board. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board.

The superintendent or designee shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources.

All district employees must report suspected fraud, theft or misuse to the superintendent or designee immediately. District employees may be disciplined or terminated for failing to follow this policy or district procedures and for any misuse of district resources, including district credit cards. Under no circumstances may employees use district funds to make unauthorized or personal purchases. The superintendent or designee will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where fraud or theft is suspected.

### **Cooperative Purchasing**

Cooperative purchasing should be utilized when it is determined to be to the financial advantage of the district.

### **Lease-Purchasing**

The Board may purchase apparatus, equipment and furnishings by entering into lease-purchase agreements with vendors. Any agreement that results in school district ownership of the leased object must contain a provision that allows the district an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease-purchase agreements shall be considered expenditures for capital outlay.

### **Purchasing Preferences**

The Board and the district will give preference to all commodities manufactured, mined, produced or grown within the state and to all Missouri firms, corporations or individuals that supply commodities when quality and price are approximately the same. The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

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When purchasing food or beverages to be processed or served in a building or room owned or operated by the district, the Board will give preference to those that contain a higher level of calcium if they are equal or lower in price and of the same type and nutritional quality. This consideration is in addition to any requirements of the U.S. Department of Agriculture under the National School Lunch Program or the School Breakfast Program.

### **Credit or Procurement Cards**

The superintendent and his or her designees are authorized to use credit cards or procurement cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job duties. All purchases made by credit card must be attributed to the appropriate budget code and must conform to the Board-adopted budget. Any employee using a district card shall sign a card usage agreement and receive training on applicable procedures for credit card use.

All employees issued a district credit card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent or designee immediately.

District credit cards will not be used in a manner that would circumvent bidding required by law or district policy. No person may use the card other than the authorized employee to whom the card was issued. District employees will surrender all credit cards upon completion of employment with the district or upon demand by the district.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 07/08/2002

Revised: 03/08/2004; 12/11/2006

Cross Refs: ADF, District Wellness Program  
BBFA, Board Member Conflict of Interest and Financial Disclosure  
FEF, Construction Contracts Bidding and Awards  
GBCA, Staff Conflict of Interest

Legal Refs: §§ 34.350 - .359, .375, 162.301, 170.041, 171.181, 177.082, 393.310, 432.070,  
.080, RSMo.  
*Mercantile Bank of Illinois v. School Dist. of Osceola*, 834 S.W.2d 737 (1992)

Lathrop R-II School District, Lathrop, Missouri