

# Superintendent Procedure 6220SP.G

## Purchasing

Approved by: s/Dr. Brent C. Jones Date: 6/30/22

Dr. Brent Jones, Superintendent



### I. APPLICATION

The District uses a variety of processes for the purchase of materials and goods. The term “purchasedgoods” refers to all items except for curriculum materials, personal services, public works/construction, and client services.

The goal of the purchasing process is to provide schools, departments, and programs with materials and services in a timely, cost-effective way, using sound business practices.

### II. APPROVAL PROCESS AND LIMITATIONS

The approval process for purchasing is documented in the Superintendent Procedure 6220SP.B - Attachment 1, Responsibilities for Review, Approval, and Execution of Contracts and Other Agreements.

Individual schools and departments are prohibited from making financial arrangements or agreements with public or private individuals or organizations, institutions, or businesses in ways other than those outlined in the Responsibilities for Review and Execution of Contracts and Other Agreements. In addition, individual schools or departments are prohibited from making any expenditures that are not provided for in the budget.

Principals, Program Managers, Department Managers, or other staff who commit the District to financial obligations without proper authorization are subject to disciplinary procedures, up to and including termination and may be held personally responsible for payment of such obligations.

A staff member who commits an unauthorized procurement will be required to complete an Unauthorized Procurement Ratification Request, and may be required to justify this procurement to the Superintendent’s Executive Leadership Team.

### III. ETHICS AND CONFLICT OF INTEREST

All financial and business transactions of the District shall be carried out in conformity with law and consistent with sound and ethical business practices. The District will make purchasing decisions based on objective criteria and will not be influenced by friendships or other personal relationships.

No District employee, or School Board member may participate in or influence a District or school decision to purchase or contract for goods and services, where such employee

or Board member has a financial interest, direct or indirect, in such a purchase or contract. “Financial interest” as used in this Procedure shall not include “remote interests” as defined in state law, but shall include direct or indirect financial interest arising from purchases or contracts with Board members’ or employees’ immediate family (i.e., family members sharing the same household or in a relationship of financial support).

Approved: February 2012

Revised: June 2022

Cross Reference: Board Policy No. 6220, Board Policy No. 5251