

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: PURCHASING PROCEDURES

The Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are the responsibilities of the district purchasing agent, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The Board of Education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The Board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

Nothing is to be ordered independently by school personnel.

The Board of Education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The Board Secretary shall be responsible for so informing all prospective suppliers of work or materials.

Requesting Goods, Services and Consultants

Requests for goods or services may be initiated by any school employee based upon his/her identification of a need in his/her area of assignment. The respective Principal, Director, Department Head, Assistant Superintendent, or School Business Administrator, upon approving these requests shall verify the availability of budget monies and shall initiate a purchase order. The Superintendent of Schools (or his/her designee) shall approve or disapprove all purchase orders and shall forward all approved purchase orders to the School Business Administrator/Board Secretary who shall verify the availability of funds and that the orders are coded and extended properly.

Ordering Goods and Services

Upon receipt of a purchase order approved by the Superintendent of Schools (or his/her designee), the School Business Administrator/Board Secretary shall verify that sufficient budget monies have been appropriated for the items ordered and that such monies are available.

He/she shall then determine whether the ordered items should be purchased through the bidding process, under state contract, by informal or formal quotation, or by direct purchase order.

If the dollar amount of the item or of the category of items is in excess of the current bid threshold, the bidding process is required except where Title 18A provides exceptions. For items in excess of 20 percent of the current bid threshold, two competitive quotations will be sought. Like items purchased in a fiscal year may not be purchased in a manner to avoid public bidding.

Purchase orders should contain a least the following information:

- A. Vendor/Consultant - Name and address
- B. Budget Line Item Code
- C. Item Descriptions and Current Prices
- D. Correct Price Extensions and Total
- E. State Contract Number (if applicable)

Ordering Goods and Services

If the items are to be purchased through the bidding process, the School Business Administrator/Board Secretary shall prepare or have prepared proper specifications which shall not limit the number of prospective bidders. Upon receipt of bids, a bid compilation will be made and the lowest responsible bidder shall be recommended to the Board. In the case of professional consultants, the lowest responsible and best qualified respondent shall be recommended to the Board for acceptance by the Superintendent of Schools or his/her designee. In no instance shall a bidder or respondent be awarded a contract nor shall the Board be obligated to any contract without formal acceptance by the Board. If an emergency exists, approval by the Superintendent of Schools or his/her designee may approve of needed services to satisfy the emergent situation. In all emergent cases the Board President shall be notified immediately by the Superintendent of Schools or his/her designee and full disclosure of the situation and award must be placed before the Board at its next scheduled meeting or workshop. All bids are subject to review and approval of the School Board Attorney.

Receiving Goods

Upon the receipt of the goods or upon the completion of services that were ordered through the purchasing procedures policies, the receiving copy of the purchase order shall be immediately signed and returned to the Business office. All packing slips and delivery papers and invoices shall be attached to the receiving copy of the purchase order.

The receiving copy shall be signed by the person who initiated the original order certifying that the quantities and conditions of the order were satisfactorily met.

Professional Contracts

Although Professional Services, as defined in Title 18A:18A-5, do not require competitive bids or quotations, it may be necessary to obtain at least three proposals for any professional services.

When the Board determines a need for professional services or contracts through the Request for Proposal (RFP) process, the School Business Administrator/Board Secretary shall prepare or have prepared proper specifications for all such services and/or contracts. The lowest responsible and best qualified respondent shall be recommended to the Board for acceptance by the Superintendent of Schools or his/her designee.

All professional service contracts are subject to the review and approval of the School Board Attorney.

Legal References: N.J.S.A. 10:5-1 et seq. Law Against Discrimination
See particularly:
N.J.S.A. 10:5-31
through -35
N.J.S.A. 18A:19-1 et seq. Expenditure of funds; audit and payment of Claims
N.J.S.A. 18A:18A-1 et seq Public Schools Contracts Law
N.J.S.A. 52:32-44 Business registration for providers of goods and services (definitions)
N.J.A.C. 6A:7-1.8 Equity in employment and contract practices
N.J.A.C. 6A:23-1.2 Definitions
N.J.A.C. 6A:23-2.6 Supplies and Equipment
N.J.A.C. 6A:23-6.1 et seq Purchase and Loan of Textbooks
N.J.A.C. 6A:23-7.1 et seq Management of Public School Contracts
N.J.A.C. 6A:27-9.1 et seq Contracting for Transportation Services
N.J.A.C. 6A:30-1.1 et seq Evaluation and the Performance of School Districts
N.J.A.C. 6A:32-14.1 Review of mandated programs and services
20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972
42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Manual for the Evaluation of Local School Districts

Possible

Cross References: 2224 Nondiscrimination/affirmative action
3326 Payment for goods and services
3327 Relations with vendors
3570 District records and reports

Adopted: February 17, 1976
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