

Purchasing/Purchasing Authority

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the superintendent through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital purposes will be of similar size or will show a continuous trend without severe fluctuations.

The superintendent shall direct the purchase of such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put to bid. However, any single, non-budgeted purchase or expenditure greater than \$15,000, shall require advance approval by the Board.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to obtain comparative prices based on similar quality, to consider a balance between long-term quality and cost, and to purchase in quantity whenever possible and practical.

Capital construction provision

Capital construction is the design, construction, remodeling and renovation of facilities. Design/construction contract awards shall be recommended and approved by the superintendent or designee, or the Board of Education.

Consultants, such as architects, construction manager/general contractors, design builders, and other expert consultants selected to work on construction projects must be approved by the Board if the contract is likely to exceed \$250,000. Once consultant selection is approved by the Board, contracts may be executed for any amount consistent with the approved budget for the project.

Approval of change orders shall be made in accordance with the policy addressing change orders. The director of finance is responsible for ensuring that appropriate documentation for all construction related contracts is maintained and available for inspection by the superintendent, the Board and auditors.

Adopted by the Board: October 28, 2015
Revised by the Board: December 14, 2016
Revised by the Board: June 19, 2017 (**references only*)
Revised and recoded by the Board: July 17, 2019

LEGAL REF.: C.R.S. 22-32-109 (1)(b) (*Board required to adopt bidding procedures*)

CROSS REFS.:

Board policies:

- EL-15, Budgeting
- EL-16, Financial Administration
- EL-17, Asset Protection

Administrative policies:

- DJB*, Federal Procurement
- DJE, Bidding Procedures
- FEH, Change Orders