

# Wilson County Board of Education

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|--|-------------------------|---------------------------|
| Policy Description:<br><br>Purchasing<br><br>Page 1 of 3 | Policy Number:<br>2.805 | Amended Date:<br>06/30/08 |
|  | Rescinds: 600.1         | Issued:<br>09/03/92       |

1 **GENERAL**

2  
3 The school system will purchase competively and seek maximum educational value for every dollar expended.  
4 Authorization to purchase shall be provided by the Board. The director of finance and administration shall serve  
5 as purchasing agent for the system-wide purchasing.<sup>1</sup> Principals shall serve as purchasing agents for individual  
6 schools.

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8 Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility  
9 of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for  
10 payment for any material or supplies purchased by unauthorized individuals or in an unprescribed manner.

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12 No school shall be obligated to pay for any expenditure made by a student, a teacher, or any other employee  
13 unless she/he first receives a written purchase order from the proper office or unless prior written permission or  
14 arrangements are made with the principal.

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16 The Board will purchase locally, Federal General Services Administration, GSA, other GSA contracts, or any  
17 other governmental agency contract as provided by state law.

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19 **INDIVIDUAL SCHOOLS**

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21 The executive committee must approve the following purchases with Item 2 & Item 3 being brought before the  
22 Board for approval:

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24 1. A single piece of equipment costing more than ten thousand dollars (\$10,000);  
25 2. One that is to be attached to or one that requires alteration of the building; or  
26 3. One that will become a permanent fixture.

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<sup>1</sup> TCA 49-2-206(3); TCA 6-36-115

1 **CENTRAL OFFICE**

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3 **ROUTINE PURCHASES**

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5 Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the  
6 operation of the school system. These expenditures shall be anticipated and provided for in the budget and will  
7 normally be authorized by the Board at the beginning of the fiscal year. The Director of Schools shall make all  
8 routine purchases without further Board authorization; however, the Board shall be promptly informed if any  
9 substantial variation from budgeted estimates becomes necessary.

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11 **SPECIAL PURCHASES**

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13 Special purchases are those which are not routine and which may or may not be specifically identified by line  
14 item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings,  
15 major contracts, purchase of major equipment, items for long term use, and supplies of an unusual quantity or  
16 nature. All purchases in this category shall require specific prior Board approval on an item by item basis. In its  
17 approval, the Board may place constraints on the Director of Schools requiring Board evaluation and/or approval  
18 at various steps in the procurement process. This will be determined by the Board on an individual basis  
19 depending on the nature of the procurement action.

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21 **EMERGENCY PURCHASES**

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23 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect  
24 property from damage, or to avoid major disruption of educational activities. If, within budgetary limits and  
25 deemed essential, emergency purchases may be made by the Director of Schools. However, if the purchase is  
26 of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or  
27 emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all  
28 emergency purchases.

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30 **PURCHASING OF SURPLUS PROPERTY**

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32 The Director of Schools and other employees designated by the Board shall be authorized to act for the Board in  
33 acquiring federal surplus property through the Tennessee General Services Department for surplus property and  
34 in entering into agreements, certifications, and covenants of compliance concerning the use of federal surplus  
35 property.

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37 Further, the Director of Schools is authorized to purchase any needed items through suppliers approved on the  
38 state bid list, GSA contract, or other government contracts as provided by state law.

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**COOPERATIVE PURCHASING**

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to benefit the system.



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