5000.03-AR Purchasing

As reflected in Board of Education Policy 5000.03, Purchasing, the School District seeks to purchase materials, equipment, and supplies for School District operations on a competitive basis. Professional services are not covered by this Regulation.[1]

Procedures:

1. All purchases of materials, equipment and supplies shall be electronically approved or authorized through the SMART System.

2. Prior to issuing a purchase order, competitive pricing is to be pursued, as follows:

   a. Competitive bids. The competitive bidding process will be followed, where required by law.

   b. Purchases not subject to competitive bidding. In all other instances, the School District shall use measures, considered reasonable under the particular circumstances, intended to reach the largest number of possible proposers.

3. Orders or contracts will be awarded to the lowest, responsible, qualified vendor, considering the following factors:

   a. price
   b. quality of the product
   c. conformance to specifications and identified needs
   d. service and maintenance of the product
   e. vendor reliability

5000.04-AR Disposal of Surplus Property

Periodic review of all real and personal property owned by the School District to determine whether any property is no longer needed for School District purposes will occur at least annually. This may be due, in part, to the fact that the property is outdated or broken and beyond repair. The following procedures will be followed in disposing of surplus property:

---

[1]*The criteria for awarding contracts for professional services will be determined by the Board of Education, following recommendations from the Superintendent, on an ad hoc basis.