

**MUST BE CUSTOMIZED PRIOR TO ADOPTION
PURCHASING**

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services. The Board's authority for the purchase of materials, equipment, supplies and services is extended to the District administration through its adoption of the annual appropriations resolution.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The purchase of items and services found on lists from the appropriations resolution requires no further Board approval, except in those instances in which, by law or Board policy, the purchases or services must be put to bid.

The Board authorizes "~~open~~ **blanket**" purchase orders to be issued for generic supplies for up to ~~three months and up to the \$10,000~~ **\$5,000 limit**. **Open Blanket** purchase orders will not extend beyond the current fiscal year.

A "super blanket": ~~An open~~ purchase order for a "specific" permitted purpose and in an amount not to exceed \$ _____ or the line-item appropriation and fund, ~~whichever is less~~, is authorized to the extent permitted by law. The permitted purpose list may include payment for accountants, architects, attorneys, construction project managers, consultants, engineers, fuel oil, gasoline, food items and utilities. The ~~specific purpose~~ **super blanket** purchase order may not extend beyond the current fiscal year.

The acquisition of supplies, equipment and services is centralized in the business office, which functions under the supervision of the purchasing agent through whose office all purchasing transactions are conducted.

The Board assigns to the purchasing agent the responsibility for the quality and quantity of purchases made. The Treasurer is charged with the responsibility to ensure that all purchases do not exceed appropriations and that they are consistent with the approved educational goals and programs of the District **and are conducted in accordance with all applicable laws and regulations.**

[Adoption date:]

LEGAL REFS.: Ohio Const. VIII, Section 2e
ORC 9.314
3313.172; 3313.18; 3313.33; 3313.46
3319.04
3327.08
5705.38; 5705.39; 5705.40; 5705.41; 5705.412
2 C.F.R. Part 200

CROSS REFS.: **DECA, Administration of Federal Grant Funds**
DJC, Bidding Requirements
DJF, Purchasing Procedures
DK, Payment Procedures

NOTE: The board may wish to dictate certain limits depending on the control it wishes to maintain. It could limit the open purchase order amount on a consultant contract but may not find it necessary when it comes to restricting utilities or food items payments that are staples to district operations.