

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: February 22, 2010

Subject: Adoption of Policy - CH (Local) Purchasing and Acquisition

Administrator Responsible:

Name: Diane Jackson, Ed.D.

Position: Executive Director, Policy Administration & Governmental Relations

Purpose of Agenda Item: Adoption of Policy

ADDITIONAL INFORMATION AND/OR BACK-UP:

Recommend adoption of policy CH (LOCAL) Purchasing and Acquisition.

Copy is attached.

PURCHASING AND ACQUISITION

CH
(LOCAL)

PURCHASING AUTHORITY The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH (LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of \$50,000 or more shall require Board approval before a transaction may take place.

COMPETITIVE BIDDING If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals.

RESPONSIBILITY FOR DEBTS The District shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures regarding purchasing and expending. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE COMMITMENTS All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

CONTRACT FILES All contracts and agreements for the purchase or sale of goods and services shall be signed by an authorized representative for the District and shall be filed in the purchase order system or, when a purchase order is not required, shall be filed in the office of the chief of operations.

Spring Branch ISD
101920

PURCHASING AND ACQUISITION

CH
(LOCAL)

PERSONAL
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

HEARING OFFICER

The Board designates the Superintendent or designee as the hearing officer(s) to hear cases under the policy. The Board reserves the right to hear or review any cases assigned to the hearing officer.