

The Board shall approve the purchase of goods and services, property leases, and inter-agency agreements when the initial order, contract, or agreement exceeds the base amount established annually by the Michigan Department of Education above which competitive bids must be obtained according to the Michigan School Code. The Superintendent or designee shall authorize the purchase, lease, or agreement that is equal to or less than the Michigan Department of Education's annually established base amount.

The Director of Purchasing shall be the sole purchasing agent for the District. All purchases shall comply with the Board's purchasing policies and the implementing administrative rules.

Purchasing From District Employees and Board Members

Employees:

The District shall not purchase goods and/or materials directly from an employee or where an employee has an interest in any of the following:

- a. Any firm, partnership, or other unincorporated association, of which the employee is a partner, member, or employee.
- b. Any private corporation in which the employee is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present market value in excess of \$25,000 if the stock is listed on the stock exchange.
- c. Any corporation where the employee is a director, officer, or employee.
- d. Any trust of which the employee is a beneficiary or trustee

The District may purchase specialized services from employees in an amount less than \$500 upon approval of the Superintendent or designee.

Board Members:

The District shall not purchase goods, materials, supplies, or services from a member of the Board of Education, from a board member's family member, or from a board member's household, except as outlined in Board Policy 1900.

## **Section 3000 – Fiscal Management**

### **3610 Purchasing Goods and Services**

3610-2

#### Purchases for Personal Use

Board members and employees shall not authorize or make any purchase through the District for personal use. The name of the District, school, or an employee's position, shall not be used to gain personal discounts or cost preferences. The District shall not purchase equipment or supplies for resale to employees.

#### Emergency Purchases

The requirements of this policy and Policy 3660, *Bids and Quotation Requirements*, may be suspended if an emergency is declared by the Superintendent or the Chief of Staff. Such emergencies may arise because of accident or other unforeseen occurrence that could affect the life, health, welfare or safety of the District's students or employees.

When the cost of the emergency purchase exceeds the base amount established annually by the Michigan Department of Education, above which bids are required, telephone or electronic communication with members of the Finance Committee of the Board shall be made as soon as possible after the emergency is declared, and written notice shall be given to the members of the Board of Education at the next scheduled Board meeting.

Refer also to Board Policy 1900 – *Contracts and Board Member Disclosure Information* and Board Policy 4005 – *Employee Conflict of Interest - Purchases*

Approved: June 29, 2009

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LEGAL REF: MCL 15.321-330; 380.1216; 380.1274