PURCHASING

A. SCOPE

1. This administrative regulation applies to all purchase and purchase-related documents prepared or processed within the district.

B. RESPONSIBILITIES

1. The purchasing agent has the responsibility for the procurement of all goods and services and the processing and sale of surplus goods.

2. The purchasing department has the responsibility to ensure that decisions are made in conjunction with accounting, inventory control and other departments as appropriate.

3. The purchasing department will cooperate with other departments to promote the interests and objectives of the district.

4. Each department will be responsible to ensure that requisitions are submitted in a timely fashion to allow adequate processing time.

5. Prior to submitting a purchase requisition, each department will be responsible for ensuring that sufficient funds have been budgeted and are available to encumber a purchase order.

6. All purchase orders will be handled by the purchasing agent.

7. The purchasing department will develop contractual safeguards with regard to purchased materials and services (e.g., contract files, contract signature authority insurance requirements).

8. The purchasing department will establish uniform procedures with respect to buyer-seller relationships.

9. Each department shall maintain warranty information and documents for equipment and materials within their department.
C. REQUISITION REVIEW

1. The purchasing department will have the authority to review purchase requests, specifications and suggested sources within the following guidelines:

   a. Requisitioners must furnish accurate and complete description and specifications of materials or services required. Types of descriptive information include quantity, unit of measure, size, weight, packaging unit, special features, color, blueprints, drawings, accessory to or for use on ________________, etc. If a particular manufacturer and product number is used, a complete description should still be given.

   b. Requisitioners may recommend a vendor(s). However, the purchasing department shall be responsible for the final selection of a vendor who can best respond to the requirement of each particular order.

2. The purchasing agent will not alter specifications or the standard of quality specified without consultation with the requisitioners.

D. Unauthorized personnel making purchase commitments in the name of Ingham Intermediate School District without a purchase order being issued may be held personally liable for the unauthorized expenditure commitments.

E. It is recognized that some confirming requisitions may be necessary. These will be limited to emergency repair of equipment or emergencies in which health, life, or IISD property is endangered.

ADMINISTRATIVE REGULATION

Approved: November 15, 1983