

## PURCHASING PROCEDURES

Fiscal management can only be achieved through proper and consistent purchasing procedures for the procurement of supplies, equipment, and services for the Wakefield School District. These purchasing procedures are to ensure not only the proper encumbrance for forecast purposes, but to ensure management of funds is in compliance with District policy, generally accepted accounting principles, and the rules of the New Hampshire Department of Education. This procedure shall:

- Provide for the consistent accountability of all District funds.
- Provide for the consistent accountability of all Federal Funds and Grants received by the District.

Require that purchases be supported by purchase orders, contracts, or itemized procurement card (p-card) receipts. Payment shall be made only upon receipt of an original invoice or monthly p-card statement, and acknowledgement by the school or person receiving the goods or service of the completion of the order. When authorized by the Superintendent or Business Administrator to complete a cash purchase, school personnel shall submit the original itemized receipt for reimbursement. Any contract that binds the District financially, must come to the SAU and be signed by the Business Administrator and/or the Superintendent.

Require school personnel to maintain a clear audit trail from receipt of funds to disbursement of funds.

Purchase requisitions must be entered in the District's financial software containing the budget unit organization and object codes to be charged, and bear the electronic approval of the Principal and/or Director. Orders that must be put to bid or have solicited price quotations must have a copy of the bid or quotation provided. The SAU Business Office shall verify that District policy and correct accounting codes are followed prior to the issuance of a purchase order. It shall be the responsibility of the Principal or Director to request a budget transfer of funds to cover any order that may take an account over-budget.

Expenditures that are less than the amount allocated to a particular function/object line shall be authorized in the following manner:

- \$0 to \$2,500 Building Principal or Director
- \$2,501-\$5,000 Business Administrator
- \$5,001 & above Superintendent

Purchases and projects involving expenditures in excess of the following dollar amounts shall be expected to comply with these practices:

- \$0 to \$4,999 Best interest of the District
- \$5,000 to \$20,000 Request at least three (3) written quotes
- \$20,001 & above Request at least three (3) written quotes in response to District developed Requests for Quotations or bid documents.

**Mary Collins, Chairperson**  
**Robert Decolfmacker, Vice Chairperson**  
**Sandra Taliaferro**  
**Bob Ouellette**  
**Brennan Peaslee**

**Adopted by the Board: 16 August 1995**  
**Reaffirmed by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 6 June 2012**  
**Revised by the Board: 21 November 2012**  
**Approved by the Board: 19 September 2023**

**Exceptions to Bidding or Written Quotation Requirements:**

- Purchases made through collaborative purchasing groups.
- Purchases of utilities, where competitive sources are not available.
- Purchases involving the acquisition of personal or professional services.
- Purchases of proprietary maintenance contracts, where alternate “authorized” sources are not available.
- Renewal of current vendor service contracts where quality and timely performance is a critical requirement and where the Business Administrator determines renewal is in the best interest of the District.
- Purchases involving minor repairs.
- Purchases involving major repairs where bidding or formal request for quotation (RFQ) requirements are waived by the Business Administrator due to the urgency of the repair.
- Purchases involving a documented sole source of supply (e.g. textbooks) or Board approved sole source vendors.
- Any other purchases deemed to be within the best interest of the District and approved by the Board.

No exception shall be made nor procedure followed that is contrary to New Hampshire or Federal law. All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures. See Policy DAF: DAF-3 and DAF-4.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures. See Policy DAF: DAF-3 and DAF-4.

Construction projects with a cost in excess of \$5,000 must be approved by the School Board. All bids and Requests for Proposals shall be issued from the SAU Business Office unless otherwise stated by the Superintendent.

Purchase orders or District procurement cards are to be used in every possible instance. Blanket purchase orders may be issued to vendors where repeated purchases of incidental items take place. All blanket purchase orders must be approved by the Business Administrator. The requirement for purchase orders may be waived by the Business Administrator.

Employees provided with a District procurement card for business purchases must follow the procedures established for p-card purchases.

In the event that a function and object line would become over-expanded, the expenditure must be approved by the Superintendent or designee. Every effort shall be made to find savings in other areas of the budget to offset such expenditure.

The Superintendent, with the advice of the Business Administrator, may institute a partial or full freeze on expenditures at any time to protect the District against a potential deficit.

**Mary Collins, Chairperson**  
**Robert Decolfmacker, Vice Chairperson**  
**Sandra Taliaferro**  
**Bob Ouellette**  
**Brennan Peaslee**

**Adopted by the Board: 16 August 1995**  
**Reaffirmed by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 6 June 2012**  
**Revised by the Board: 21 November 2012**  
**Approved by the Board: 19 September 2023**

All purchasing, whenever possible and in the best interest of the District, shall be done cooperatively through collaborative purchasing groups (e.g. State of New Hampshire bids and U.S. Communities) or with other districts and/or municipalities to take advantage of lower prices for bulk purchasing, and to reduce the administrative costs involved in bidding.

Any individual who places an order without complying with the purchase order or p-card procedures shall be responsible for the payment of or return of the items received.

Administrative procedures relating to purchasing shall be recommended by the Business Administrator and approved by the Superintendent of Schools.

In the event of an emergency, the Superintendent or Business Administrator may approve a purchase outside the regular procedure. The Board shall be notified immediately of such purchases over \$10,000.

*Statutory Reference:*

*2 CFR 200.317 - .326*

*See Also: Policy DJE, Bidding Requirements*

*Policy DAF, Administration of Federal Funds: DAF-3, Procurement, and DAF-4, Procurement- Additional Provisions Pertinent to Food Service Program*

**Mary Collins, Chairperson**  
**Robert Decolfmacker, Vice Chairperson**  
**Sandrea Taliaferro**  
**Bob Ouellette**  
**Brennan Peaslee**

**Adopted by the Board: 16 August 1995**  
**Reaffirmed by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 6 June 2012**  
**Revised by the Board: 21 November 2012**  
**Approved by the Board: 19 September 2023**