

GRAND LEDGE PUBLIC SCHOOLS ADMINISTRATIVE REGULATION

Category IV: **Fiscal Management**

Subject: **Purchasing**

FM411.1

The Board of Education recognizes its position as a major purchaser in this community and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

In accordance with Board and Staff Relations Policy (BSR 300) the Board has authorized the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation or bid is competitive, freight charges are a factor, maintenance service may be required, and promptness of delivery is a consideration provided that all statutes pertaining to public purchasing are duly observed.

In further accordance with Board Operations Fiscal Management Policy FM411, the purchase of supplies, materials, computer software or equipment must be bid if the amount of the purchase exceeds the specified state threshold under Section 1274 of the Revised School Code.

The District has the option to follow any and all Federal Procurement options. This would be limited to procurement by:

- Micro-Purchase
- Small Purchase
- Sealed Bid
- Competitive proposal
- Non-Competitive Proposal