

**PURCHASING PROCEDURES**

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with state and local statutes. The Superintendent or their designee shall develop purchasing procedures to comply with laws, local ordinances, funding requirements when applicable, and board policy. The Superintendent or their designee may issue and sign purchase orders. Purchase orders in excess of \$50,000 will require prior approval of the Board when possible

All purchases under federal awards must meet 2 CFR 200.317.326 Procurement Standards under the Uniform Guidance.

*(cf. 3300 - Expenditures/Expending Authority)*  
*(cf. 3400 - Management of District Assets)*  
*(cf. 3460 - Financial Reports and Accountability)*  
*(cf. 9270 - Conflict of Interest)*

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

*(cf. 3311 - Bids )*  
*(cf. 3312 - Contracts)*

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-substantial gifts of nominal value may be accepted if the item is non-solicited.

Employees in violation of this conflict of interest section are subject to disciplinary measures set forth in statute, board policy, and applicable negotiated agreements, up to and including termination.

*Legal Reference:*

ALASKA STATUTES

*14.08.101 Powers (Regional School Boards)*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account*

*29.71.050 Procurement preferences for recycled Alaska products*

*36.30. State Procurement Code*

*37.05 Fiscal Procedures Act*

*City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989)*

CODE OF FEDERAL REGULATIONS

*2 C.F.R. 200.317-326, Procurement Standards*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

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**Revision Date: 1/24/2024**

**PURCHASING PROCEDURES**

**Purchasing Requisitions/Purchase Orders**

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, formal contract or receipt.
4. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
5. The business office or other appropriate administrative entity shall verify the availability of funds and prepare a purchase order to commit the expenditures.

**Quantity Purchasing**

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.