

PURCHASING

Reference: MCL 380.1267, 380.1274 et seq.

It is the policy of the Board of Directors that the Educational Service Provider seek at least three (3) price quotations on purchases of more than \$500.00 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

When the purchase of, and contract for, single items of supplies, materials, or equipment exceeds the amount designated by statute, the Administrator shall obtain competitive bids.

Bids shall be sealed and shall be opened by the Board as delegated in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder, and consideration to determine the responsible bidders shall not be limited to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the School;
- D. delivery terms;
- E. past performance of the vendor.

The Board reserves the right to reject any and all bids.

Contracts can be awarded by the treasurer without Board approval for any single item or group of identical items costing less than \$500.00 all other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The treasurer is authorized to purchase all items within budget allocations.

- A. The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase
- B. was not contemplated during the budgeting process.
- C. exceeds the
- D. line item

The treasurer is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the Schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting