

Article VI.C.1. Purchasing & Warehouse Distribution Services General Responsibilities

- A. The Business Administrator/Treasurer and the Director of Purchasing and others whom they designate, shall be the only persons authorized to obligate the District for the purchase of supplies, equipment, and services except as allowed in Administrative Memorandum No. 9. The only other exception would be in the event of an emergency wherein loss or harm will result without immediate action.
- B. The expenditure of any sum in excess of \$50,000 for supplies, equipment, or services requires prior approval of the Board.
- C. Purchases made by the Director of Purchasing, or delegated agents, are made as a result of authorized requisitions prepared by department heads and others. A requisition is defined as a "statement of needs" and shall receive prior approval to determine the availability of funds. (See Administrative Memorandum No. 9.)
- D. Whenever possible, local markets and vendors shall be favored in the purchase of supplies, equipment, and services, wherein price and quality are equal to other sources.
- E. The purchasing department shall make available, upon request, all bids, offers, and quotations received for supplies, equipment, and services, to all interested parties subject to the limitations of Utah Code 63G. This will be done only after an award of purchase has been made or the Board has been given prior notification.
- F. Competitive prices shall be sought from all available sources whenever possible before negotiations for purchase are entered into and preference shall not be given in such a way that one vendor has an advantage over any other vendor.
- G. The Director of Purchasing, or designated agents, reserve the right to negotiate any quotation received from a vendor or contractor as a result of inquiry or invitation made by the purchasing department.
- H. The District administration shall maintain an inventory of supplies and certain equipment, and as the need develops replenish its inventory through means of competitive bidding or inquiry with established sources of supply.
- I. Where only one source of supply exists, the Director of Purchasing or designated agent shall negotiate the price and quality and conditions of delivery.
- J. The right remains with the Director of Purchasing, or designated agents, to substitute equivalent items of supply or equipment when cost or timing is a factor, as long as consultations with the originator of the requisition precedes the substitution.
- K. From time to time equipment becomes surplus in a given school or department, and good judgment would dictate a need for this equipment in another school or department. The

right to transfer such equipment for purposes of use shall rest with the Director of Purchasing, or designated agent, and District administration.

- L. Equipment within the schools and warehouses that is determined obsolete or not repairable shall be disposed of by means of a sale or salvage through the Central Warehouse. The Director of Purchasing, or designated agent, shall make a determination as to the value of such items. The items will be disposed of on a cash basis only.
- M. The purchasing department has the right to cancel all, or any part, of a purchase order which fails to meet the specifications regarding quality, price, delivery, or service specified thereon.
- N. The District administration will utilize Procurement Procedures required by law and set forth in Utah Code 63G unless more restrictive procedures are adopted by the Granite Board of Education.