

SCHOOL DISTRICT OF CLAY COUNTY  
INTERNAL FUNDS  
PURCHASING POLICIES

State Board of Education Administrative Rule 6A-1.091 requires that the laws relating to purchasing practices for tax funds are also applicable to purchases made from internal funds. This rule also allows the Board to place more strict requirements on purchases from internal funds of the Clay County School Board, except for the purchase of items for resale.

In an effort to maintain best business practices, prior to the commitment of funds and the approval for a request for purchase the following criteria should be addressed by contacting the CCSB Purchasing Department.

1. Is the item available in the Clay County School Board Warehouse?
2. Is the item available on current Clay County School Board bid?
3. Is the item available on State Contract?
4. Is it available from any other public entity in the State of Florida?

If you answer yes to any of the above questions, you must purchase the item from the appropriate source. Otherwise the following appropriate requirements shall be met:

<u>Cost of Item or Set</u>	<u>Purchase Requirement</u>
<del>\$1,000 – \$2,499</del> \$8,000 - \$14,999	three <u>documented</u> phone quotations
<del>\$2,500 – \$4,999</del> \$15,000 – \$24,999	three written quotations
<del>\$5,000 or more</del> \$25,000 or more	formal bid

Formal bids are handled through the Clay County School Board Purchasing Department. The school would be responsible for supplying data for bid specifications and other applicable purchase information. A school representative would participate in all phases of the bidding procedure.

If in any of the above purchases the low bidder is not awarded the purchase contract, all documentation associated with the purchase shall be forwarded to the Superintendent for approval prior to the contracting for purchase of the item.

In emergency situations, purchases may be made without adhering to the above requirements. Written documentation of the emergency must be attached to the voucher. (Remember poor planning does not constitute an emergency). If the emergency purchase is ~~\$5,000~~ \$25,000 or more, procedures as outlined in the CCSB HANDBOOK OF PROCEDURES REGARDING CENTRALIZED PURCHASING shall be followed. Use of split purchases to keep purchases under a particular limit is strictly prohibited.

All purchases for equipment, which requires special electrical adaptations, uses ten amps or more of electricity, or involves a maintenance contract, shall have the prior written approval of the Superintendent/Board before contracting for its purchase. Documents supporting the purchase of the equipment (i.e. quotes or bids) should be forwarded with the request for the Superintendent's/Board's purchase approval. Superintendent's/Board's approval shall also be obtained for changing, altering or attachment of permanent fixtures to school property (CCSB Rule 6.24).

For those purchases of substances that meet the requirements of Chapter 442, Florida Statutes (Right to Know Law), a Material Safety Data Sheet (MSDS) must be obtained from the vendor. It is the responsibility of the Principal to ensure that a MSDS is on file with the Clay County School Board Safety Energy Department.

Florida law requires the vendor to provide a MSDS when a purchase is made of an applicable product. This does not eliminate the liability to the Board if a MSDS form is not on file. Procedures need to be developed at the local school level to ensure that a MSDS is on file for all required substances.

Property Control – All items purchased or donated become the property of the School Board and are subject to the Board's procedures for property control. (See Clay County School Board Property Management System Manual.)

Commemorative Items – a school committee of staff and student representatives appointed by the Principal will develop Specifications for all commemorative items. These specifications will be used to solicit written quotations from at least three vendors.

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INTERNAL FUNDS  
INSTRUCTIONS FOR REQUEST FOR WRITTEN QUOTATIONS

Specific item costing between ~~\$1,000 and \$2,999.99~~ \$15,000. and \$24,999 (i.e. copier, bleachers, blinds, etc.)

Complete description of the specifications desired by the school (i.e. size, capabilities, color, material, attachments, etc.) If necessary, attach an addendum.

Name and address of company

Name and position in company of person contacted.

Breakdown of prices quoted.

Date delivery is promised.

Any acceptable changes in above specifications.

Complete as above for second vendor.

Complete as above for third vendor.

*NOTE:* Attach original documentation of quotes received from the vendor.