

Business OperationsPurchasing Policies

1. The Executive Director of Finance shall periodically estimate the requirements of standard items or classes of items and make bulk purchases. The Board may enter into multi-year contracts for periods not to exceed seven years, for the provision of utility services, refuse disposal, transportation services, maintenance services, financial services, ~~insurance~~, security services, and instructional materials, supplies, and equipment. The District will follow NDE guidelines and applicable state statutes for any purchases made through the Nebraska Department of Administrative Services. All purchases for supplies, materials, equipment, and contractual services involving more than \$10,000 shall be based on formal bids.
2. Competitive pricing may include written or oral price quotes.
3. Formal bid requests are distributed based on written specifications with written bid responses which shall be opened in public at the prescribed time and place as indicated and tabulated for study. Formal bids while opened publicly are not required to be publicly advertised.
4. Bid instructions shall be clear, complete, and conducive to formal bidding.
5. The Executive Director of Finance shall seek bids from those sources who are able to offer the best prices, consistent with quality, delivery, and service. Consideration must be given to local vendors whenever the following factors are equal: quality of product, suitability of product, price, conformance with the specifications, convenience of delivery, and past services to the District.
6. After formal bids have been opened and tabulated, they will be available for those interested in copy or study. They shall not, however, be removed from the ~~Purchasing District~~ Office.
7. The right is reserved to reject any bid as submitted and to make selection of materials or equipment as is, in the best judgment of the Board of Education or its purchasing agent, best suited for the purposes indicated. In the event of a tie bid, the following procedure shall be followed:
  - a. In the case of single items, the award will be made to a local vendor, if any, or if not, shall be made to the vendors who have offered the most consistent service and reliability in the past.
  - b. In the case of multiple items where all items are tie bids, the procedure shall be the same as in Item a. above.
  - c. In the case of multiple items where only a part of the items are tie bids, the award of all tie bids shall be made to a local vendor, if any, or if not, to the vendor who has done the best on the whole.

8. The Superintendent will have authority to authorize purchases with formal bids for goods and services costing \$10,000 - \$40,000, with Board approval for purchases of \$40,000 or above.

It shall be the responsibility of the Executive Director of Finance to develop internal procedures for purchases less than \$10,000. (see grid below)

**PROCEDURE FOR PURCHASES:**

Dollar Amount	Approval Levels	Purchase Process
1- 499	Principal/Supervisor	Competitive Price
500 - 9,999	Principal/Supervisor, <del>EDF</del> EDOF	Competitive Price
10,000 – 39,999	Principal/Supervisor, <del>EDF</del> EDOF, Superintendent	Formal Bid
40,000+	Principal/Supervisor, <del>EDF</del> EDOF, Superintendent, Board of Education	Formal Bid
<del>109,000+</del> \$136,000+ (Construction)	Principal/Supervisor, <del>EDF</del> EDOF, Superintendent, Board of Education	Formal Bid, Advertised

*(Note: Deviations from the above may occur in cases of proprietary equipment or emergency situations.)*

9. For purchases of \$40,000 and above, the Executive Director of Finance and Superintendent shall ~~advertise for post bids on the School District website.~~ Sealed bids ~~which~~ shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent or the Superintendent’s designee. The Board retains the right to determine the responsibility of the bidders and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
10. ~~Contracts, agreements, and MOUs exceeding \$40,000 shall be submitted to the Board of Education for consideration and approval, which may occur through the consent agenda. The Superintendent, or the Superintendent’s designee, may approve renewals or extensions of existing contracts or services after review by the Finance Committee.~~
11. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal, the Superintendent, or the Superintendent’s designee shall be personally liable for payment for the supplies or equipment purchased.
12. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal, or the Superintendent’s designee authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

13. The District need not comply with the bidding requirements if the District purchases property from the Nebraska State Purchasing Bureau, so long as the Nebraska State Purchasing Bureau competitively bid the purchase of property.
14. Notwithstanding anything to the contrary, no employee may enter into any agreement or understanding on behalf of the District that may financially benefit the employee, member of the employee's immediate family, or a business with which the employee is associated, unless the Board of Education approves such contract or arrangement in advance.

#### Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or the Superintendent's designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.
2. The Board of Education delegates to the Superintendent or the Superintendent's designee:
  - a. The determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and,
  - b. The determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or the Superintendent's designee ~~shall~~ **may** temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or the Superintendent's designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: [Neb. Rev. Stat. § 49-1401, et seq](#)  
[Neb. Rev. Stat. § 73-106](#)  
[Neb. Rev. Stat. § 79-515](#)  
[Neb. Rev. Stat. § 79-10,104](#)  
[Neb. Rev. Stat. § 13-610](#)

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