

## **PURCHASING PROCEDURES**

Encumbrances, represented by purchase orders, are submitted by fund to the Board of Education in order of their issuance on a monthly basis at the Board's regularly scheduled meeting. The Board's approval of the purchase orders are documented in the minutes by the board clerk. This applies to all appropriated funds of Stillwater Public Schools.

Upon approval of the Board of Education, a copy of the purchase order is used as the authority for designated school personnel to complete the purchasing process.

The dollar amount of a purchase order as presented to the board of education is an estimate of the cost of the goods or services. Actual costs may differ from this amount. Overages on purchase orders will be allowed without board reapproval up to a maximum of 25% of the approved amount or \$10,000, whichever is less. Any overages above these thresholds will require board approval of the increased amounts. No board reapproval will be required for decreases from approved encumbered amounts. The board will be provided a monthly summary of the overages.

When an expenditure, which under normal conditions would require prior board approval, has to be made in an emergency situation, an exception is permitted with the following guidelines:

An emergency is defined as a condition in which failure to act immediately will cause appreciable damage to physical facilities, or the educational program, or endanger the life or health of members of the community, or impede the educational mission of the school system.

In emergency situations, the Superintendent or designee may issue a purchase order and complete the purchasing process prior to Board approval.

The Board, at the next regular meeting, will make retroactive approval of the noted "emergency purchase" and document that approval in the minutes by purchase order number.

Under no circumstances will a purchase in excess of \$15,000 be made under emergency procedures. All purchases above this amount will require prior board approval. Purchase orders will not be split or divided to avoid the \$15,000 limit.

In accordance with the State of Oklahoma law (State Statute Title 70, Chapter 1, Section 5-135), no goods and/or services shall be paid for in any manner, including via purchase card, without the receipt of those good and/or services. Exceptions resulting from emergency situations may be granted by the Chief Financial Officer. Such exceptions must be presented for consideration in advance of a purchase and will be considered on a case-by-case basis. Any violations of this policy will result in the purchaser signing an Assumption of Liability form and may result in the revocation of purchasing privileges, to be determined by the Chief Financial Officer.