

Purchasing Authorization

Approval of the annual budget or specific capital bond projects by the Board of Education provides authorization to the Superintendent or designee to expend any or all of the amount appropriated to the limit of the budget category or specific project. The purchase of items or services individually or cumulatively that total \$100,000 or more shall require Board approval.

The Superintendent shall establish regulations necessary and proper for the efficient procurement and distribution of goods and services, except professional services, as set forth in state law and shall delegate responsibility to appropriate staff for the discharge of these functions.

Three basic methods of pricing, published price lists, bids (sealed or otherwise) and negotiations, shall be used to obtain products and services at the most economical cost to the District.

The Board of Education delegates authority to the purchasing office to act as its agent and to administer documents required for the acquisition of surplus property from the U.S. government through the Colorado Surplus Property Agency of the U.S. Department of Education.

Items acquired under government surplus shall not be appropriated for private use.

Adopted October 19, 1977
Revised April 25, 1984
Revised November 17, 1993
Revised June 11, 2003
Revised February 14, 2007
Revised May 12, 2010

LEGAL REF.: C.R.S. 22-32-109 (1)(b) (Board of Education – specific duties)

CROSS REFS.: DJB, Purchasing Procedures
DJC, Petty Cash
DJE, Bidding Procedures

St. Vrain Valley School District RE-1J, Longmont, Colorado