

PURCHASING

The board shall abide by all statutory requirements and state regulations that pertain to the purchasing of supplies, equipment or services. The board shall at all times respect the spirit of the law and, in the absence of legal signposts, follow a course marked by fair and open dealing.

- A. No purchase of material or services shall be made from any member of the board or employee, and all safeguards against conflicts of interest, for board members as well as employees, shall be scrupulously observed.
- B. The board will not delegate to individual board members the authority to make purchases but will delegate this function to the business manager subject to board approval.
- C. The business manager shall submit to the board, prior to purchase, all capital outlay purchases which, in the judgment of the business manager, require board consideration.
- D. It is the responsibility of the business manager to make purchases for school use. The business manager or the business manager's designee is authorized to approve purchases in accordance with budget allocations except when such transactions must be put to bid.
- E. Separate, independent purchasing by individual schools presents a difficult budget control problem and leads to inconsistent procedures and possibly unwise or illegal transactions. Therefore, individual employees will have no authority to make purchases except those having prior approval of the business manager.

The acquisition of supplies, equipment and services will be centralized in the business office under the supervision of the business manager.

The board assigns the business manager the responsibility for the quality and quantity of all purchases. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary and statutory limitations, and that they be consistent with the approved educational goals and programs of the district.

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Legal Reference:

SDCL 13-20 – School District Purchases and Contracts

Rapid City Area School District No. 51-4, Rapid City, South Dakota