

3660 Bids and Quotation Requirements (Cf. 4760)

All purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to the District's bidding procedure by the District's purchasing agent.

All bids and supporting documentation shall be retained in the District office with the Superintendent for a period of one year after bids have been opened.

Competitive Bids

No purchases shall be made of supplies, materials or equipment in a single transaction costing more than allowed under current law unless competitive bids for those goods and services are obtained and the Board approves the purchase.

Bid Specifications

The District's purchasing agent shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the Board's right to reject any or all bids; compliance with all federal, state and local laws, ordinances and regulations; the date, time and place for the opening of bids; and other items as the Board directs.

Approved: September 9, 2008

LEGAL REF: MCL [380.1267](#); [380.1274](#)

3610 Purchasing Goods and Services

The Superintendent shall be the sole purchasing agent for the District.

Purchases through the District

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise because of an accident or other unforeseen occurrence that could affect the life, health, welfare, or safety of the District's students or employees.

Approved: September 9, 2008

LEGAL REF: MCL [15.321-330](#); [380.1216](#); [380.1274](#)

3605 District Credit/Procurement Cards (Cf. 1162, 1168, 3600)

The Superintendent shall be responsible for the issuance, accounting, monitoring, retrieval, internal controls and generally overseeing the use of District credit or procurement cards for employees. Additionally, the Superintendent shall not make available nor issue District credit cards to school employees without having administrative regulations in place to address:

1. Identification of employees authorized to use credit cards.
2. Identification of types of purchases authorized on credit cards.
3. Documentation of purchases on credit cards.
4. Procedure for reporting lost credit cards.
5. Procedure for return of credit cards upon termination of employment.
6. Disciplinary action for misuse and unauthorized use of credit cards.
7. System of internal accounting controls to monitor use of credit cards.

The total combined authorized credit limit of all credit/procurement cards issued by the District shall not exceed 5% of the total budget of the District for the current fiscal year.

Approved: September 9, 2008

LEGAL REF: MCL [15.321](#)-330; [129.221](#) et. seq.; [129.241](#) et. seq.; [380.1254](#)