

5003 - Purchasing

The Board authorizes the Superintendent to purchase and/or supervise the purchase of all materials, equipment, supplies, and services necessary for the operation of MOISD. It is the intent of the Board that MOISD purchase competitively, without prejudice or favoritism, and seek maximum value for all expenditures. Competitive pricing is to be pursued by following legally required processes, as well as through such methods as cooperative purchasing, formal or informal bidding, requests for quotations from multiple vendors, and negotiation. The Board authorizes the Superintendent to make purchases if the purchase price for an individual item is between 0%-40% of the current year's competitive bid threshold. If the purchase price is 41% of the current year's competitive bid threshold or more, the Superintendent will make a good faith effort to obtain at least three price quotes. The process for obtaining and documenting these quotes will be in accordance with administrative regulations. Purchases in excess of the current state competitive bid threshold must be competitively bid and their purchase must be approved by the Board. Competitive bids must be used for purchasing food unless the food is purchased in a single transaction costing \$100,000.00 or more. MOISD is not required to obtain competitive bids for items purchased through the cooperative bulk purchasing program.

Federal Procurement Standards The Board seeks to ensure MOISD complies with all procurement policies and procedures in accordance with the [Education Department General Administrative Regulations](#) (EDGAR) and/or issued pursuant to the [Federal Uniform Guidance, 2 CFR Part 200](#). The Superintendent will delegate responsibility for the development of procedures that comply with this policy to the Assistant Superintendent of Administrative Services.

Automated Clearing House (ACH) Arrangements and Electronic Transaction of Funds The Superintendent may enter into Automated Clearing House (ACH) arrangements approved by the Board. The Superintendent may transact MOISD business electronically.

State/Federal Grants and Awards The Superintendent will promulgate legally compliant administrative regulations concerning expenditures of funds received through state/federal grants and awards. The Superintendent shall establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations, and the terms and conditions of the awards.

Real Property and Structures The Superintendent may identify real property and structures suitable for purchase by the School District and recommend to the Board the procedures to be followed for the purchase or acquisition of such property. Board approval is required for both the process to be followed and the ultimate purchase or acquisition. The Superintendent is authorized to execute any and all closing documents required to close on the purchase or acquisition of such property.