

Maury County			
Monitoring: Review: Annually, in September	Descriptor Term: Purchasing Policy	Descriptor Code: 2.805	Issued Date: 06/20/22
		Rescinds: 2.805	Issued: 05/16/22

1 *General*

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3 The school system will purchase competitively and seek maximum educational value for every dollar
4 expended. Authorization to purchase items in excess of \$50,000.00 shall be provided by the
5 Board. The Maury County Office of Financial Management’s Purchasing Agent shall serve as
6 purchasing agent for system-wide purchasing.¹ Principals shall serve as purchasing agents for individual
7 schools funds.
8

9 All purchases must be approved by the purchasing agent provided purchase is made in accordance with
10 State purchasing rules under the TCA provisions.
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12 Purchases made by anyone not authorized by the appropriate officials shall become the personal
13 responsibility of the persons making the purchase agreement. The Board will not, under any
14 circumstances, be responsible for payment for any materials, supplies, or services purchased by
15 unauthorized individuals or in an un-prescribed manner.
16

17 No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other
18 employee unless he/she first receives a written purchase order from the proper office or unless prior
19 written permission or arrangements are made with the principal.
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21 Procurement of materials and services with district funds are the direct responsibility of the Maury County
22 Purchasing Agent. For purchases of materials and/or services which are in excess of
23 \$50,000.00, a “sealed” bidding process must be followed which allows all interested potential bidders
24 the opportunity to provide a written and sealed bid for the requested materials and/or services. For
25 purchases of materials and/or services which are between \$20,000 to \$49,999.99, “quotation requests”
26 are issued to no less than three separate vendors or suppliers, whenever possible; however the more
27 formal bidding process does not apply unless deemed desirable due to a highly competitive market For
28 purchases of materials and/or services which are less than \$20,000.00 in value, the Department Head
29 (or designee) may coordinate the purchase but should obtain multiple quotes whenever possible.
30

31 Dollar Amount of Purchase

32 \$0.00 to \$19,999.00

31 Requirement

32 No quotes or bids are required as long as
33 funds are available in line item account
34 where the proposed purchase is to be
35 taken.
36

37
38 \$20,000.00 to \$49,999.99

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38 Must have at least 3 quotes, or use a
39 Purchasing Cooperative that Maury
40 County has membership with.

1
2 \$50,000.00 and over

Competitive sealed bids; or use Purchasing Cooperative that Maury County has membership. BOE purchases must have Board Approval also.

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7 It is in the interest of Maury County to strategically coordinate common purchases, which on
8 an annual basis might meet or exceed the \$50,000.00 combined total (such as office supplies), for the
9 purpose of obtaining the optimum combination of quality, service and value.

10 It is the policy of Maury County to establish Pricing Agreements with Suppliers, for such
11 repetitively purchased items, as the need arises.

12 13 *Individual Schools*

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15 The superintendent of schools must approve the following purchases:

- 16
17 1. a single piece of equipment costing more than five thousand dollars (\$ 5,000.00), or a lesser
18 amount, if mandated by the board, or by a public or private act;
- 19 2. one that is to be attached to or one that requires alteration of the building;
- 20 3. one that will become a permanent fixture;
- 21 4. accounts payable that will not be liquidated during the current fiscal year; or
- 22 5. lease-purchase agreements or other contracts that will have the effect of creating long-term
23 liabilities, since schools are prohibited from recording long-term liabilities in school accounts.

24 25 *Central Office*

26 27 **EMERGENCY PURCHASES**

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29 Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to
30 protect property from damage or to avoid major disruption of educational activities. If deemed essential
31 by the purchasing agent, emergency purchases may be made by the purchasing agent and the Executive
32 Committee of the Board. In any event, the Board shall be advised promptly of all emergency purchases.

33 34 **PURCHASING OF SURPLUS PROPERTY**

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36 The purchasing agent shall be authorized to act for the Board in acquiring federal surplus property
37 through the Tennessee General Services Department for surplus property and in entering into
38 agreements, certifications and covenants of compliance concerning the use of federal surplus property.
39 Further, the purchasing agent is authorized to purchase any needed items through suppliers approved on
40 the state bid list.

41 42 **COOPERATIVE PURCHASING**

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44 The Board, will join in cooperative purchasing with other school systems, GSA, or approved purchasing
45 cooperative, to take advantage of lower prices for bulk purchasing and to reduce the cost involved in
46 bidding whenever such buying appears to be to the benefit of the system. The pricing provided must

1 match the purchasing cooperative exactly. If vendor is offering an additional discount to the cooperative
2 pricing, that discount shall be listed separately.

4 **SOLE SOURCE**

6 The Purchasing Agent makes all sole source determinations. Sole Source means the product, or any
7 product like it, cannot be purchased from another vendor. Justification of sole source must include an
8 explanation as to why this is the only product that can be used. Every effort should be made to not justify
9 a sole source purchase simply by brand name. Schools and departments may request sole source status
10 for procurement by submitting to the Purchasing Agent a Sole Source justification letter.

11 **ONLINE PURCHASING²**

13 The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution
14 should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted
15 with the following requirements:

- 16 1. Prior authorization must be obtained from the purchasing agent before setting up new online
17 accounts, and schools shall maintain a list of accounts.
- 18 2. Online purchases must be for school purposes and made in accordance with established policies
19 and procedures. School employees are prohibited from making personal purchases even with the
20 intent of reimbursing the school system. School employees are prohibited from using a school's
21 tax exempt status for personal purchases of any kind.³
- 22 3. The availability of money for the fund/account in question should be determined before Purchase
23 Orders are approved.
- 24 4. All Purchase Orders must be properly filled out and approved prior to a purchase.

26 **PURCHASING WITH FEDERAL GRANT FUNDS⁴**

28 Before grant funds are obligated or expended, the superintendent or his designee shall review the cost of
29 a proposed expenditure and determine if it is an allowable use of federal grant funds⁴. The superintendent
30 will minimize the time that elapses between the transfer and disbursement of funds once an expenditure
31 is approved.

33 No person officially connected with or employed by the school system may participate in the selection,
34 award, or administration of a contract supported by a federal award if he or she has a real or apparent
35 conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent,
36 any member of his or her immediate family, his or her partner, or an organization which employs or is
37 about to employ any of the parties indicated herein, has a financial or other interest in or a tangible
38 personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the
39 superintendent shall disclose the potential conflict to the federal awarding agency in writing.⁵

41 **CONTRACTS AND LEASES**

43 The purchasing agent is authorized to purchase and contract to purchase materials, supplies, equipment
44 and contractual services on a fiscal year basis, but no commitment shall be made which extends beyond
45 the end of the current fiscal year for which appropriations have been made by the county legislative body,

1 except as such commitments are authorized by resolution of the county legislative body. [TCA 5-14-108,
2 (m) (1)] Since most grants require some type of match or commitment of effort by local governments and
3 because most grants overlap different fiscal year accounting periods, all applications and acceptances of
4 awards for grant funding must be properly authorized by resolution of the county legislative body.

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6 Contracts, leases, and lease–purchase agreements shall be executed by the purchasing agent and one (1) or
7 more of the following: the Chairman of the School Board for all obligations against school funds, by the
8 chief administrative officer of the county highway department for all obligations against highway funds,
9 and the county mayor in all other circumstances, and additionally by other county officers when required
10 by law, and by the finance director for approval of expenditure of funds.

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12 Additionally, all contracts shall be approved as to form by the county/school board attorney, and the
13 original copy of each long-term contract shall be filed with the county clerk. [TCA 5-14- 108, (j)] The
14 focus of this section shall primarily be on the following: (1) those contracts that commit the county
15 beyond the end of the current fiscal year for which appropriations have been made by the county
16 legislative body, (2) agreements related to the transfer or lease of land, buildings or equipment, and (3)
17 contracts for professional services.

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Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-9, 4-12
3. TCA 49-2-608(1)
4. 2 C.F.R. § 200.403
5. 2 C.F.R. § 200.112