

Purchasing/Purchasing Authority

The Board of Education for Mapleton Public Schools (the “Board”) extends its authority to purchase materials, equipment, supplies, and services to the Superintendent (or designee) after the Board has adopted its annual budget and appropriated funds. The Superintendent shall direct purchases as required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval, except when competitive bidding is required.

Any single, non-budgeted purchase or expenditure greater than \$75,000 shall require advance approval by the Board. Exceptions may be made by the Superintendent in cases of emergencies, in which case the expenditure and the circumstances preventing advance approval shall be reported to the Board no later than its next regular meeting.

Mapleton Public Schools (the “District”) shall obtain competitive bids for contractual services, professional services, and purchases of supplies, materials, and equipment in accordance with policy DJE: Bidding Procedures.

All purchasing transactions shall be accomplished through the Purchasing Department and authorized on properly signed purchase orders. District personnel shall not use District bids, purchase orders, manual checks, petty cash, or tax exempt status to obtain materials, equipment, or services for their personal benefit.

When making purchasing decisions, consideration shall be given to price, as well as other factors such as timely delivery, quality of the product, and such other factors as the District deems appropriate.

The District shall not enter into any lease-purchase agreement whose duration, including all optional renewal terms, exceeds the weighted average useful life of the assets being financed.

*Adopted October 22, 2013, by the Board of Education for Mapleton Public Schools.
Revised June 27, 2017.
Revised October 24, 2017.*

LEGAL REFERENCES:

C.R.S. § 22-32-109(1)(b) (*board required to adopt bidding procedures*)

C.R.S. § 29-1-103(3)(e)(I) (*requirements for lease-purchase agreements*)

CROSS REFERENCES:

DJB: Federal Procurement

DJE: Bidding Procedures