

## Purchasing/Purchasing Authority

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the superintendent through the listing allocations compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

The superintendent delegates authority to the purchasing department to purchase such books, supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval. However, any single, non-budgeted purchase or expenditure greater than \$100,000 shall require advance approval by the Board. This shall not apply, however, to private instructional placements required by law.

The superintendent delegates to the purchasing department the establishment of regulations for the efficient procurement and distribution of goods and services, except professional services, as set forth in state law.

The district shall primarily use the following methods of pricing when considering purchasing materials, equipment, supplies and services: competitively procured cooperative purchasing agreements, pre-approved educational price lists, invitation to bids (ITBs), request for proposals (RFP), and negotiations. These methods shall be used to obtain products and services in order to receive the greatest value for the district.

The purchasing department shall be responsible for administering the documents required for the acquisition of surplus property. Items acquired under government surplus shall not be appropriated for private use.

Adopted: October 19, 1977

Revised: April 25, 1984

Revised: November 17, 1993

Revised: June 11, 2003

Revised: February 14, 2007

Revised: May 12, 2010

Revised and recoded: October 28, 2015

Revised: June 28, 2017

Revised: June 26, 2019

LEGAL REF.: C.R.S. 22-32-109 (1)(b) (Board must adopt competitive bidding procedures for purchase of goods and services, except professional services)

CROSS REFS.: DJB, Federal Procurement  
DJCA\*, Purchasing Procedures  
DJE, Procurement Procedures