



## 3300 C

### Purchasing Methods

### *Regulation 3300 C*

Original Adoption: 02/26/1991  
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Review Dates:

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#### **I. PURPOSE**

The purpose of this regulation is to establish the purchasing methods permitted for all purchases.

#### **II. PURCHASE METHODS**

A. Purchases made shall use one of the following methods:

1. Generation of a purchase order for the purchase of goods and services;
2. Approved use of the district purchase card program;
3. Direct invoice from a vendor for a one time purchase of goods or services up to and including a total price of Two Thousand Five Hundred Dollars (\$2,500.00).

B. Purchase methods shall be initiated only by authorized personnel.

C. Purchase orders generated shall serve as the instrument for paying invoices and charging the appropriate budget.

D. Persons authorized under the purchase card program to approve purchases are responsible for assuring that the appropriate budget is charged.

E. Persons initiating purchases resulting in a vendor invoice shall be responsible for identifying the appropriate budget to be charged.

F. Purchase orders must be signed by the Superintendent or designee.

G. Expenses not reimbursable under district travel policies may not be paid for by use of a p-card nor through a direct invoice to the district.

#### **III. ACCOUNTABILITY**

A. Employees authorized to make purchases on behalf of the district are expected to participate in all necessary training in purchasing procedures and policies.

B. Failure of employees to comply with district purchasing policies or procedures, or contracting law, may result in discipline of the employee up to and including termination.

#### ***Legal References:***

Minn. Stat. § 123B.20 (Dealing in School Supplies)

Minn. Stat. § 123B.52 (Contracts)



***Cross References:***

MPS Policy 3300 (Purchasing)

MPS Policy 3330 (Travel Expense: Employee)

MPS Policy 3331 (Travel Expense: Non-Employee)

MPS Regulation 3300 A (Purchasing Principles and Responsibilities)