



3300

Purchasing

Policy 3300

Original Adoption: 04/25/1967

Effective Date: 09/10/2014

Revision Dates: 11/09/1971, 10/09/1973, 10/30/1990, 05/26/2009; 09/09/2014

Review Dates

I. PURPOSE

The purpose of this policy is to establish the authority for approved purchases of services, materials, supplies, equipment or furnishings on behalf of the Board of Directors.

II. GENERAL STATEMENT OF POLICY

- A. The Superintendent or designee shall supervise the purchasing of materials, supplies, equipment, and services.
- B. Absent a specific authorization of the board to the contrary only the Board of Directors may enter into contracts for the purchase of materials, supplies, equipment, furnishings or services.
- C. Purchases of goods and services on behalf of the district that meet certain dollar amounts are subject to the bidding process, or may be addressed through a Request for Proposal process.
- D. The District shall participate in joint purchasing ventures with other municipalities, other purchasing cooperatives or with the State when doing so will improve the financial health of the district and meet district standards, and shall consider other cooperative purchasing groups agreement or state purchasing agreements whenever feasible or as required by law.
- E. As a tax exempt entity the District does not pay sales tax on its purchases. Reimbursement for sales tax paid by an employee, except for reimbursable meals, costs of transportation, lodging and district goods or materials purchased due to district travel, shall not be made unless there exists a contract between the District and the individual that states otherwise.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. All district employees are responsible for obtaining board approval of all contracts that obligate the district in any way, unless the board has delegated the authority to enter into a contract.
- C. All district employees are responsible for following published procedures and purchasing rules established by the Superintendent or Superintendent's designee.

Legal References:

Special School District No. 1
Minneapolis Public Schools
1250 Broadway Ave. W. Minneapolis, MN 55411
<http://www.mpls.k12.mn.us>



Minn. Stat. §123B.02 (General Powers of Independent School Districts)

Minn. Stat. §123B.52 (Contracts)

Cross References:

MPS Policy 3312 (Bidding Requirements)

MPS Policy 3313 (Relationship with Vendors)

MPS Policy 3323 (Evaluation of Bids and Requests for Proposals)

MPS Policy 3330 (Travel Expense: Employee)

MPS Policy 3331 (Travel Expense: Non-Employee)

MPS Policy 8110 (Purpose and Role of the Board)