

## Purchasing Procedures

1. Instructional, custodial, office supplies, printing
  - a. All supplies that can be purchased in quantity shall be bid by July 1 and listed in a system catalog.
  - b. All items listed in the Grady County Schools Supply Catalog must be ordered through the catalog.
  - c. Items not listed in the catalog shall be purchased from vendors approved by the financial director. Any item with an aggregate price of \$300 or more shall be secured after obtaining three prices and filing a quotation form with the director of purchasing for approval.
  - d. All requests for printing over \$500 shall require at least two quotes and filing of a quotation form with the director of purchasing for approval.
2. Furniture and Equipment (non-computer)
  - a. All equipment that can be ordered in quantity shall be bid and ordered by September 1 of each year. Any order placed after this date shall use previous bid price or secure three new quotes. A completed quotation form is required.
  - b. Any item with a unit price of \$500 or an aggregate price of \$500 shall be secured after obtaining three prices and filing a quotation form with the director if purchasing for approval.
3. Computer equipment
  - a. A computer consultant shall be hired by the Board to develop a specification for computer equipment, assist in bidding, analyze bids, and recommend award of bid for purchases over \$1000.
  - b. All purchases for equipment with an aggregate amount of more than \$1000 shall be approved by the Board.
  - c. All purchases under \$1000 may be approved for purchase by the purchasing agent.
4. M & O purchase / supplies
  - a. A list of commonly used items shall be compiled, bid, and purchased by August 1 of each year.
  - b. All purchases under \$300 shall be approved by director of maintenance or director of purchasing.
  - c. All purchasing of items with a unit price over \$300 or an aggregate price over \$300 shall be made after securing three quotes and filing a quotation form with the director of purchasing for approval.
  - d. At such time that purchases to any one vendor exceeds \$400 in a two weeks bill paying cycle, the Administrator shall confer to ensure all bidding procedures are being followed.

5. M & O building and grounds projects
  - a. All purchases under \$500 may be approved by the purchasing director or director of maintenance.
  - b. All projects from \$500 to \$5000 shall be bid and awarded to the appropriate bidder. A quotation form shall be filed with the purchasing director for approval.
  - c. All projects over \$5000 shall be awarded by the Board.
6. Equipment maintenance
  - a. All repairs over \$500 shall require a second estimate. A bid quotation form must be filed with the director of purchasing for approval.
7. All purchases over \$500 shall be approved by the director of purchasing.
8. Exceptions to these procedures may be made upon board approval.