

<u>Section:</u> Fiscal Management	Knox County Board of Education Policy			
	Purchasing	Descriptor Term:	Descriptor Code:	Issued:
			D-230	7/95
			Reviewed:	Revised:
	1/17	3/17		

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

The Board will purchase competitively and seek maximum educational value for every dollar expended. Purchasing will be done in compliance with the Procurement Code of Knox County and in accordance with Knox County Purchasing Regulations and Knox County Purchasing Electronic Commerce Card Program.¹

Section 2-580 of the Procurement Code of Knox County exempts internal school funds, school activity funds, cafeteria funds, and concession funds from the Code and states that these funds shall be governed by procedures contained in the Tennessee Internal School Uniform Accounting Policy Manual as provided for in Tennessee Code Annotated 49-2-110 and adopted by the Knox County Board of Education (See Board Policy D-241).

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The Director of Schools shall make all routine purchases without further Board authorization. However, the Board shall be promptly informed if any substantial variation from budgeted estimates becomes necessary.

SPECIAL PURCHASES

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior Board approval on an item-by-item basis. In its approval, the Board may place constraints on the Director of Schools requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the Director of Schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the Chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any

1 circumstances, be responsible for payment for any material or supplies purchased by unauthorized
2 individuals or in an unprescribed manner.

4 **PURCHASING AUTHORITY**

5
6 The Director of Schools or the Director's designee shall be authorized to act for the Board in acquiring
7 federal surplus property through the Tennessee General Services Department for surplus property and in
8 entering into agreements, certifications and covenants of compliance concerning the use of federal surplus
9 property.

10
11 The Director of Schools is authorized to purchase any needed items through suppliers approved on the
12 state bid list.

14 **LOCAL PURCHASING**

15
16 The Board will purchase locally whenever other conditions are comparable.

18 **COOPERATIVE PURCHASING**

19
20 The Board, at its option, will join in cooperative purchasing with other school systems to take advantage
21 of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying
22 appears to be to the benefit of the system.

23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42 _____
Legal Reference:

- 43 1. TCA § 49-2-206(3); TCA § 6-36-115.
44
45

46 Approved as to Legal Form
47 By Knox County Law Director 1/24/2017
48 /Gary T. Dupler/Deputy Law Director
49