

## CHAPTER 2

### DUTIES AND RESPONSIBILITIES

#### 2-1 PURCHASING DEPARTMENT

The duties and responsibilities of the Purchasing Department include, but are not limited to, the following:

- A. To purchase all supplies, equipment, and services needed by all schools and departments.
- B. To purchase capital improvement construction projects as needed by all schools and departments.
- C. To study market trends, review current developments, literature and technical sources of information and interview vendors to determine source of supplies.
- D. To determine the proper and most effective purchasing method for the required supplies, equipment and services to take maximum advantage of competitive bidding, volume discounts and special pricing agreements.
- E. To prepare, in conjunction with the schools and departments, complete specifications in order to release an Invitations to Bid (bid) or Request for Proposals (RFP), for the required supplies, equipment and services.
- F. To include any and all appropriate preferences in the evaluation of bids/RFP's in accordance with School Board Policies and State and Federal Laws.
- G. To notice the Office of Inspector General of any evaluation committee meetings.
- H. To include a representative from the Office of Diversity in Business Practice in all evaluation committee meetings.
- F. To receive, open, tabulate, evaluate and recommend bids and requests for proposals that are in the best interest of the District.
- G. To negotiate prices, terms and conditions that are in the best interest of the District.
- H. To issue purchase orders, contracts or negotiated contracts.
- I. To participate in contract review with Contract Administrator and Contract Manager.
- J. To administer requests for emergency purchases and sole source purchases in accordance with Policy 6.14.
- K. To track expenditures against all bids, requests for proposals and contracts to ensure that the amount of purchase orders released does not exceed the estimated amount approved by the Board in accordance with Policy 6.14.
- L. To coordinate and maintain all files and records as required by Board Policy.
- M. To insure that all participants in the purchasing process complete the Conflict of Interest forms as appropriate.

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- N. To help the Schools and Departments purchase supplies, equipment and services the Purchasing Department has created a link “Ordering Info” which can be found on the Purchasing Department website. This “All-in-One” webpage provides procedures for how to order by Commodity, provides the Purchasing Agent’s name and contact information, the awarded vendor’s contact information, pricing and copies of all contracts and other relevant information which may be needed to make purchases in accordance with purchasing policies and procedures.
- O. To provide training to Principals, Bookkeepers and others involved in the purchasing process on use of P-Cards and other purchasing procedures.
- P. To maintain and operate the District Supply and Redistribution Warehouse and Mail Services.

### **2-2 PRINCIPALS AND DEPARTMENT HEADS:**

The duties and responsibilities of the Principals and Department Heads include, but are not limited to, the following:

- A. To insure that all personnel involved in the purchasing process receive appropriate training in the implementation of the procedures of this manual.
- B. To insure that only authorized items and services are requisitioned and/or purchased.
- C. To insure that supplies, materials and equipment are not requested or accumulated beyond actual needs.
- D. To manage contracts and purchase orders assigned to their school or department insuring that vendors provide goods or services in accordance with contract terms and receive supplies and materials in a timely manner to insure prompt payment.

### **2-3 ALL DISTRICT PERSONNEL:**

Conservation, preventive maintenance, safeguarding, recovery, repair and salvage of supplies and equipment are the responsibility of all District personnel.