

Runge Independent School District

Purchasing Guidelines

Purpose

- The main focus of these guidelines is to facilitate the acquisition of goods and services in order to meet the needs of schools and departments, while following federal, state, and local requirements.

Purchasing Authority

- The Board of Trustees delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$10,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Purchasing Procedures

- The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law.

Purchasing Method

- The Board of Trustees delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

Personal Purchases

- District employees shall not be permitted to make purchases for personal use.

Purchase Orders

1. The purpose of Purchase Requisition is to give staff members a method to request goods or services.
2. When completing a requisition, please ensure that you have supporting documentation attached. The requisition form must be completely filled out.
3. Turn in your requisition order in a timely manner.
4. Purchase requests are primarily approved by the principal or director who has evaluated the need for the goods or services. If, in the opinion of the principal or director, the items or work are not needed or if budgeted funds are insufficient to cover the request, the purchase request is to be returned to the originator with the reason why the request is denied.
5. No purchases are authorized without issuance of a purchase order number or unless authorized by the superintendent. Payment will not be made for requests for purchases that have not been authorized. The individual placing an order without a purchase order

number or unless authorized by the superintendent may be responsible for payment of the invoice.

6. If it becomes necessary to change the terms of a purchase order, you must first advise the superintendent. Once agreement to any price increases or modification of terms is reached, the superintendent may adjust the encumbrance on the purchase order.
7. In the event it is necessary to cancel a purchase order, please notify the superintendent via email so that the encumbrance can be liquidated.

Requests for Checks

1. All requests for checks must be submitted at least 14 business days prior to when the check is needed.
2. All items that you wish to buy and be reimbursed for must be pre-approved by the superintendent.
3. All requests for payments must have the receipt and/or proper documentation attached.

Requests for Credit Card

1. To obtain a credit card, a required requisition form must be submitted and approved.
2. Credit Cards must be returned upon your return to the district.
3. All receipts must be given to the District Secretary.

Activity Fund

1. Purchase orders must be issued for purchases to be paid out of school activity funds.

Receiving

1. Check shipments when they arrive. Any damages need to be reported to the principal.
2. All invoices and/or packing slips need to be turned in to the superintendent's office in a timely manner.
3. The purchase order will remain open until all merchandise has been received.
4. Once the purchase order has been paid in full, no changes may be made, i.e. receipt of further goods or cancellation of purchase order.

Sales Taxes

1. Runge Independent School District is exempt from the payment of state sales taxes as it is a political subdivision of the State of Texas.
2. Staff members may not use the District's tax exempt status for purchases of personal property. Anyone avoiding the payment of sales tax by using this exemption for personal purchases may be liable and subject to prosecution under Texas Penal Code, Chapter 39, Abuse of Office, Section 39.01 and Tax Code 151.707.

3. All purchase orders notify vendors of the District's tax exempt status. When placing a confirming Purchase Order with a vendor, please indicate to the vendor that the District holds this exempt status and should not charge tax.