

PURCHASING POLICY

1. General Guidelines.

- 1.1 **Purchasing Agent.** The Academy Board hereby designates the Academy Director to serve and act as the purchasing agent for the Academy Board.
- 1.2 **Competitive Bidding.** It is the Board's desire to obtain vendor competition whenever practical. Competitive bids are not required: (a) for the acquisition of textbooks (however, Board approval is required prior to purchase if the purchase price equals or exceeds \$16,107); (b) if the amount of the transaction does not exceed the statutory limit established by MCLA 380.1274, as amended; or (c) if the Purchasing Agent reasonably determines that there is only one practical supply source.
- 1.3 **Purchasing Considerations.** The Purchasing Agent shall consider the following when acquiring materials for the Academy with Board funds: (a) price; (b) quality of the materials; (c) service, delivery and maintenance of the materials; (d) suitability of the materials to the Academy's needs; (e) conformity of the materials to specifications; (f) past service of the supplier to the Academy; and (g) vendor reliability.
- 1.4 **Documentation.** The Purchasing Agent shall obtain documentation with respect to the criteria set forth in section 1.2 above prior to purchasing materials on behalf of the Board, unless the purchase is of an emergency nature.
- 1.5 **Purchase Order System.** The Board authorizes and directs its Purchasing Agent to develop and implement a purchasing order system as a means of budgetary control in cooperation with the Academy's management company.

2. Competitive Bids

- 2.1 **When Competitive Bids Are Necessary.** The Purchasing Agent shall obtain competitive bids before purchasing materials for the Board, if the purchase price equals or exceeds Sixteen Thousand One Hundred Seven (16,107) Dollars, unless otherwise allowed by this Policy (inclusive of but not limited to section 1.2 and section 3.2) and State statute or regulation.
- 2.2 **Discretion of Purchasing Agent.** The Purchasing Agent shall have discretion in deciding whether the purchases are made on the basis of requested term quotations (which can be obtained in writing or orally), or advertising for bids. If bid quotations are received orally, they shall be documented in writing by the Purchasing Agent.

Adopted June 10, 2001