

acquisition of goods or services, including employment, by or for the use of a public agency. Specifically, a public official or employee is prohibited from authorizing, voting, or otherwise using the authority or influence of his office to secure approval of a public contract in which the official, a family member, or a business associate has an interest. In most cases and public official or employee is also prohibited from having an interest in a public contract with his public entity, or an agency with which he is connected, even if he does not participate in the issuance of the contract. Employees may contact the district Legal Division or the Ohio Ethics Commission for more information regarding the Ethics law.

2. **Price Quotes Required** – District purchasers are required to use a competitive process for the purchase of district goods and services. The Purchasing Department will offer assistance in identifying vendors for specified goods or services.

For a single expenditure in excess of \$2,500, the purchaser is required to consider at least three price quotes before selecting a vendor. Documentation of the quotes must be kept for 10 years. If there is a good business reason for selecting a vendor without considering three quotes, or for rejecting the lowest quote, a **Request for Exemption** form (See Forms) must be completed by the budget administrator to explain the decision. This form must be kept for ten years. **Note:** Large purchases may require a formal bidding process. (See **Purchasing Requirements Summary in Appendix 4**).

3. **Board Approval for Purchases** - District policy 3212 requires in part:

- a. Purchases, or contracts for legal or consulting services totaling \$5,000 or more in a fiscal year from a single business entity require the prior approval of the board of education (BOE). Purchases or contracts for all other products or services totaling \$25,000 or more in a fiscal year from a single business entity require the prior approval of the board.
- b. Pursuant to this policy, certain expenditures require prior Board approval. No purchase order shall be issued for these expenditures unless there is evidence of board approval.
- c. The board approval date must be included on the face of the requisition.
- d. Board approval is requested by submitting legislation (See **Appendix 5**) first for Division Review, (Business and Operations or Academic Achievement), and then to the full board. The Board approval process will take several weeks. The process should be initiated at least two months before the item must be purchased. The Board Services Office provides training on legislation preparation annually. (See your department legislation contact person for further instruction on preparing and submitting legislation).
- e. **Remember that Board Approval does not get you a purchase order.** Once the Board has approved the legislation the purchaser must enter a requisition online (with the Board approval date in the explanation).

(Also see district **Administrative Finance Guidelines on the Intranet for information on the purchase of food and alcohol, awards and recognitions, student awards and incentives, meetings, conference and in-service training planning, etc.**)

4. No goods or services may be ordered for the district until a **Purchase Order** (See Forms) has been issued by the Purchasing Department (excluding purchases from Petty Cash). Purchases made prior to