

PURCHASING PROCEDURES

The overall objective of the purchasing function is to obtain the goods and services necessary to operate the district in an economic and efficient manner, always seeking ways to gain the maximum educational benefit for each dollar spent. The Treasurer, under the direct supervision of the Superintendent, shall administer the purchasing functions in a manner which fulfills the mandates of *SBP 8200 Purchasing Procedures for Local Educational Agencies*.

The purpose of these guidelines and regulations is to establish the minimum requirement and procedures to be followed by the McDowell County Board of Education in the purchasing, receiving, safeguarding and disposal of goods and services obtained for use in its operation. In all instances, the procedures outlined in *SBP 8200, Purchasing Procedures for Local Educational Agencies* and shall be consulted and followed.

The state of West Virginia does not recognize individual schools as legal entities; therefore, principals do not have the legal authority to enter into contracts. All contracts must be entered into with the Board serving as the legal entity. Detailed procedures and appropriate forms are available from the finance office.

The superintendent shall have the freedom and full authority to make purchases as are authorized and allowable under the budget and appropriations when required by law, for contracted services or a single item purchased which does not exceed the sum of \$50,000. In any case, and regardless of the amount of the purchase, all purchases must be made in accordance with Board policies. Purchases exceeding this amount require Board approval.