

Procurement Procedure

This procedure summarizes the Findlay City Schools purchasing process.

Findlay City School employees are all public servants and are using public funds. Any and all use of public money (including student activity fundraisers, student fees, and grant money, etc.) must have prior approval from the treasurer. Prior approval from a principal or supervisor is not adequate. The Board of Education adheres to Ohio Revised Code, particularly 5705.41 which reads in part, "*No taxing unit shall...give any order involving the expenditure of money unless there is attached thereto a certificate of the fiscal officer*" (which is in the lower left of every purchase order) "*...Every such contract made without such certification shall be void, and no warrants shall be issued in payment of any amount due thereon.*"

The method used to ensure prior approval is the purchase order process. The proper order of events is:

- 1) Employee submits a requisition to their building principal/supervisor for his/her approval.
- 2) The requisition is forwarded to the treasurer's office where confirmation is made that funds are available and it is an acceptable purchase.
- 3) The treasurer authorizes a purchase order that is either sent directly to the vendor or back to the building so the merchandise can then be ordered.
- 4) The vendor fills the order and submits an invoice for payment.
- 5) Employee confirms the order meets their satisfaction and gives the treasurer's office an "OK to Pay" the bill.
- 6) Treasurer's office issues a check to the vendor.

NO ONE SHOULD BE PLACING ANY ORDERS ON BEHALF OF FINDLAY CITY SCHOOLS UNLESS THEY HAVE A PURCHASE ORDER NUMBER.

Any individuals who place an order without prior approval from the treasurer (i.e. without a purchase order number) will be personally responsible for paying that bill out of their own pocket. The treasurer will send back any invoices that are received where the order was made before the purchase order was issued and vendors may be instructed that if they want payment, they are to contact the individual who placed the order because it is not considered an authorized school purchase.

The treasurer's office processes requisitions and purchase orders on a daily basis in order to may it a very timely process. Turnaround time can be within a week from when a requisition is submitted to your building principal to having an approved purchase order in hand.

The treasurer recognizes that emergencies come up and an item may need to be acquired immediately, especially if it pertains to the safety of students. This procedure allows the treasurer to be flexible for such situations, but lack of planning and forgetfulness are not emergencies and will not warrant such flexibility.

Under Ohio Revised Code many expenditures over \$50,000 require competitive bidding. Regardless of the amount, employees are expected to do their due diligence (e.g. obtain formal or informal quotes) to ensure the public is getting the best deal for their money.

Individuals being contracted to provide services for the Board as an Independent Contractor for which the total contracted amount is equal to or greater than \$500, must have a contract in place prior to beginning any duties associated with the planning or actual interaction with students. Individuals being contracted for services which are estimated to cost \$5,000 or more, must be Board approved via a Board agenda and noted as an "independent contractor with an estimated cost of \$ _____". Individuals who are being contracted for services which are estimated to cost \$5,000 or more, and provide personal contact and instruction with students, must also provide proof of liability insurance in the amount of \$1,000,000 or more.

Individuals who volunteer to help with a student activity or classroom support without payment must be approved by the Board via a Board agenda and noted as "Volunteer".

Expenditures of Public Funds for proper purpose is required under statute. However, the Board will allow the use of public funds to be used to purchase meals, refreshments, flowers, apparel, token gifts for retirement, recognition of performance or effort, or meritorious service (which may include gift cards) or other amenities, provided that the expenditure is approved by the Superintendent and meets the procurement procedures stated within this section (4.24a).

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