

## Chippewa Hills Credit Cards Maintained by the District

1. Chase Visa Card: Under Superintendent Name ( usage see policy attached)
2. American Express Corporate Purchasing Card: Under Superintendent and Business Manager's name. This card is used primarily to pay invoices that accept American Express Corporate Purchasing Cards. Using this card to pay these invoices gives the district about a 1.4% commission check annually from American Express. This card is not used for individual purchasing.
3. The District also maintains accounts with Staples, Gordon Food, Walmart and Target. These are not actual credit cards but are accounts that are open. The district purchasing policy must be used when using these accounts. Cards are not issued in individual's names.

DISTRICT-OWNED CREDIT CARDS

The Board of Education authorizes a district credit card in the Superintendent's name only. The Superintendent will be responsible for the accounting, retrieval, internal controls and generally overseeing the use of the District credit card.

The authorization has been established to provide a convenient and efficient means to purchase goods and services from vendors. The credit card, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy.

The board affirms that this credit card shall only be used in connection with board – approved or school-related activities and that only those types of expenses that are for the benefit of the district and serve a valid and proper purpose shall be paid for with this card. Under no circumstances shall this credit card be used for personal purchases or for the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent must authorize by signature all purchases made with the district credit card. In the absence of the Superintendent and the purchase is being made through the internet or an emergency phone order, the Director of Finance will be responsible to approve the credit card use and acknowledge that the purchase is for a school related activity.

If the Superintendent violates a provision of this policy, he or she shall be subject to disciplinary action as determined by the Board of Education.

POLICY AND PROCEDURES FOR THE COMPETITIVE PURCHASE OF SUPPLIES,  
MATERIALS AND EQUIPMENT

The Superintendent and/or designee (the "Superintendent") shall authorize to purchase and supervise the procurement of all supplies, materials, and equipment for the School District. Using best efforts, the Superintendent shall procure the lowest-priced and best quality supplies, materials, and equipment that serve the interests of the students, employees, and taxpayers of the District. All purchases shall be in accordance with good business practices, applicable laws and regulations, and this Policy. Participation in purchasing cooperatives shall be permitted, provided that the cooperative purchasing arrangement satisfies the competitive bidding requirements of any and all applicable laws and this Policy. In the event the District participates in a cooperative bulk purchasing program operated by the Department of Management and Budget pursuant to 1984 PS 431, as amended, competitive bidding shall be excused so long as such an excuse is provided under Michigan law.

The award of any bids pursuant to the competitive bidding process shall be awarded by the Board of Education. The Board of Education reserves the right to accept or reject any or all bids, in whole or in part, and to waive any irregularities therein. The contract shall be awarded to the lowest responsible bidder. When evaluating whether a bidder is the lowest responsible bidder", the Board of Education shall be entitled to consider:

1. The past performance of the bidder;
2. The conformity of the supplies, materials, or equipment to be purchased with the existing supplies, materials, and equipment owned by the District;
3. The warranty and service provisions; and
4. The quality of the items to be supplied.

The Superintendent is authorized to purchase items within Board approved budget allocations without specific Board approval for any single item or group of items costing less than the statutory threshold as referenced herein for competitive bidding.

The purchase of any item or groups of items in a single transaction costing equal to or more than the statutory threshold established in MCL380.1274, as annually indexed (the "Statutory Threshold"), shall be made only if competitive bids are obtained for those items and the purchase of those items is approved by the Board of Education. Purchases may not be divided into sub-units or separate contracts for the sole purpose of avoiding the competitive bidding requirements of this Policy. On behalf of the Board of Education and in order to fulfill the obligation of this policy, the Superintendent shall seek at least three (3) bids or price quotations on any purchases of supplies, materials, and equipment for which the cost of a single item or a group of items in a single transaction is equal to or in excess of the Statutory Threshold for competitive bidding. In the event the Superintendent, after due diligence, cannot identify three (3) bidders, the Superintendent shall obtain as many bids as reasonable practical from prospective bidders. Sealed bids shall be submitted by interested bidders and opened by the Superintendent in the presence of at least one witness. Facsimile transmission bids may be submitted by a bidder in

lieu of a sealed bid. When seeking bids, the Superintendent shall notify prospective bidders of the established place, date, and time for submission of bids. Upon completion of the bid opening, the Superintendent shall compile a summary of the bids received and present the summary of bids along with a recommendation of award to the Board of Education for consideration.

Before the Superintendent places a purchase order for supplies, materials, or equipment, the Superintendent shall verify whether the proposed purchases is subject to competitive bidding obligations, whether sufficient funds exist in the budget for such a purchase, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

Chippewa Hills School District  
Policy  
Adopted: May 16, 2005