

## **3004**

### **General Purchasing and Procurement**

**Applicability of this policy.** Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the South Dakota Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds.

This policy applies to all other purchases made by Teachwell other than construction, remodeling, repair and site improvements.

**General Purchasing Policy.** Teachwell's budget will be the guide for all purchases. No employee of Teachwell may make a purchase that is not provided for in the budget without board or administrative approval. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment and supplies will be centralized in the administration office under the supervision of the finance manager who will be responsible for developing and administering the purchasing program of Teachwell. Purchases or commitments of funds that are not authorized by this policy will be the responsibility of the person making the commitment.

**Purchasing Procedures.** School personnel must secure the approval of an authorized administrator before making any purchases. Employees seeking reimbursement for a purchase made with their personal funds must:

- attach an itemized receipt or invoice to all requests for reimbursement;
- submit itemized receipts and any purchasing card or credit card receipts to the office of the director no later than the 5th of every month. A non-itemized credit card receipt is not sufficient.

Employees making purchases with a Teachwell credit card or purchasing program must comply with the steps set forth in Teachwell's Credit Card Use Policy.

**Large Purchases.** For purchases of more than the minimum threshold under state law, Teachwell will utilize the formal bidding process described in Policy 3003.

**Relations with Vendors.** All vendors will report to the administrative

office before contacting any staff member. Vendors may only contact staff members with permission from the administrative office. The school shall not extend favoritism to any vendors.

No employee may:

- make a purchase which violates state law, federal law, or policy; or
- endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of Teachwell.

**Supporting Local Vendors.** The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within Teachwell. However, the board will not sacrifice either quality or economy to patronize local businesses.

**Milk Processors.** Teachwell will award milk purchasing contracts to state-licensed processors if the state-licensed bid is equal to or within five percent or less of any other bidder who is not state-licensed.

Adopted on: 8/15/2023

Revised on: 7/22/2025