

# Lawton Public Schools Procurement Procedures

The procurement process of Lawton Public Schools follows board policy, state law, federal uniform guidance and includes procedures for expenditures. All purchases, regardless of amount, require an approved purchase order prior to placing orders.

Purchases of goods and supplies must follow the following guidelines:

- 1) Any individual item with a cost exceeding \$10,000.00 requires at least two documented quotes\* unless the item is an exclusive/franchise item\*\*.
  - i. \*The prices on items for which the State of Oklahoma has taken bids and awarded contracts can be used in lieu of the Purchasing Department soliciting bids or quotes.
  - ii. \*\* Exclusive/franchise items are uncommon and require a sole source form documenting the nature of the sole source purchase and must be approved by the Executive Director of Finance or CFO.
- 2) The Requestor/Approver in WenGage is responsible for finding and documenting the best price/value possible for any and all purchases.
- 3) Any purchase exceeding \$250,000.00 requires sealed bids. Sealed bids may be used for any purchase if deemed necessary to acquire best value/quality.

To ensure best value, the following must be considered when initiating a purchase:

- 1) Best possible quality,
- 2) Lowest possible cost,
- 3) Ability to meet required specifications,
- 4) Availability of goods or services,
- 5) Ability to meet delivery requirements, and
- 6) Vendor past performance.

MEANS OF PROCUREMENT: A purchase order must be in place prior to making any purchase.

These are the means by which items and/or services will be obtained:

- Purchase Orders through Regular Requisitions Procedures
- Standing Purchase Orders (blanket)

## PURCHASE ORDERS THROUGH REGULAR REQUISITIONING PROCEDURES

Activity Funds (60) and Allocated/Budgeted Funds (11-102, 11-122, 11-105, 11-108, etc.): Procuring party will complete a Requisition in WenGage listing items/merchandise in sufficient detail to be approved by the site principal in WenGage and encumbered by the Encumbrance Clerk in WenGage. Once encumbered, the Purchase Order is available for printing/emailing in order to make purchases.

Purchase requests when Allocated Site Funds are unavailable: Procuring party will complete a fillable General Requisition listing items/merchandise in sufficient detail, acquire principal's approval, and emailed to director/executive director for approval. The administrative assistant to the director/executive director will enter the information in WenGage for the CFO to review and approve. In all cases, District Finance staff will review approved requisitions and encumber funds.

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## STANDING PURCHASE ORDERS

A standing purchase order is defined as a purchase order (for recurring purchases of goods or services) covering a specific period of time (duration of current fiscal year) in which authorized personnel may make purchases. Principals/department heads are reminded not to exceed the original encumbered amount. Principals/department heads should keep an account ledger to track encumbrances, expenditures, and balances to avoid exceeding the encumbered amount.

## LABOR AND/OR SERVICE PURCHASE ORDERS

All purchase orders (including standing purchase orders) which involve labor and/or services exceeding \$50,000 require a written contract signed by the vendor and Executive Director of Maintenance or Assistant Superintendent/Superintendent and a copy returned to the Executive Director of Finance prior to the performance of any work.

All vendors working on school property must provide a.) current liability insurance, b.) workers compensation insurance, and c.) automobile insurance (a.-c. required prior to work on school property).

All construction contracts for an architect, contractor, engineer or supplier of construction materials exceeding \$25,000 require a non-kickback form (form required before payment of invoice).

All construction projects exceeding \$100,000 must follow the *Oklahoma Public Competitive Bidding Act of 1974* ([61 O.S. § 101 et seq.](#)) (Act), unless otherwise provided by law, shall be made in accordance and compliance with the provisions of the Act. The Board's approval of a construction project subject to the Act includes all purchases and expenditures necessary to complete the project.

## PAYMENT:

Complete/Submit the following to Accounts Payable/Activity Fund Custodian for Payment

- 1) Itemized invoice verifying receipt of goods from the receiving parties are required
- 2) Invoice signed by receiver and by party responsible for funding source (principal for activity and allocated funds)
- 3) Attach invoices to associated accounting purchase order
- 4) Attach documentation of quotes (for purchases exceeding \$10,000)

## INVENTORY OF PROPERTY

Single items with a cost equal to or greater than \$5,000 require district barcode and inventory. In addition, items such as Chromebooks, iPads, and other technology items also require barcode and inventory. To ensure all inventory is kept per statute, the following steps must be taken:

- 1) At the time of placing an order for such items, a copy of the purchase order should be sent to the District Inventory Control Officer in the Finance Office,
- 2) Upon receipt of such items, duplicate copies of packing slips/invoices should be sent to the District Inventory Control Officer in the Finance Office, and
- 3) Barcodes, Serial Numbers, Price, and Location are coordinated by the Inventory Control Officer with the receiving site/department.