



# ST. HELENA

## PARISH SCHOOL DISTRICT

*District Vision: To create an equitable, productive school culture that increases student achievement, develops educator effectiveness, and builds public confidence.*

### QUOTE TABULATION SHEET

<b>Name of person requesting purchase</b>		<b>Date of Request</b>
<b>Project/Equipment Requested</b>		Site <input type="checkbox"/> Central Office <input type="checkbox"/> SHEL <input type="checkbox"/> SHATA <input type="checkbox"/> SHCCA <input type="checkbox"/> Athletic Dept. <input type="checkbox"/> Other
<i>List items to be purchased.</i>		
<b>Purpose/Rationale for Purchase</b>		

	<b>Name of Company/Address/Phone Number</b>	<b>Quote Amount</b>	<b>Check Next to Lowest Quote</b>
1			
2			
3			

***Please attach all quote documents to this form.***

## **ST. HELENA PARISH SCHOOL BOARD POLICIES REGARDING THE PURCHASE OF MATERIALS AND SUPPLIES**

### **Materials or supplies exceeding \$30,000**

All purchases of materials or supplies exceeding the sum of \$30,000 to be paid out of public funds shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised.

### **Materials or supplies of at least \$10,000, but not more than \$30,000**

All purchases of materials or supplies of at least \$10,000, but not more than \$30,000 shall be made by obtaining not less than three (3) telephone or facsimile quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The Board may require a written contract or bond when purchasing the materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes.

Purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis.

*The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.*

### **PURCHASE ORDERS AND CONTRACTS**

The St. Helena Parish School Board shall require, in accordance with sound principles of financial accounting, purchase orders to be prepared on items purchased in the name of the Board. Separate purchase orders shall be prepared for each vendor involved. **All purchase orders which amount to \$500.00 or more must be signed by the Superintendent prior to submission to the vendor.**

Telephone orders may *only* be permitted in cases of emergency and a confirming purchase order approved by the Superintendent.

### **SCHOOL PURCHASES**

All purchases made by any school and paid for by any school must have a school purchase order signed by the principal. Any debts over thirty (30) days past shall be listed on the monthly financial report to the Superintendent's office.

When applicable, accounts shall be signed by the principal and the custodian of the fund.