

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Purchasing Of Goods and Services</b>	
Procedure No. 6320-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6320 Purchasing Of Goods and Services	Last Reviewed: 11/5/2014

**1. Background**

*Describe relevant background to the implementation of the policy.*  
It is the policy of the Cincinnati Public Schools Board of Education to ensure sound fiscal management and the fullest participation of firms owned by minority and female vendors and contractors.

**2. Responsibilities**

Title: Purchasing	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i> The Board will make every good faith effort to ensure that minority and female vendors and contractors have every practicable opportunity to compete for contract, subcontract and other work let by the Board. With exception of those purchases that are specified by statute, exempted by board policy, or are single source, purchases of goods, services, materials and construction greater than \$500 shall be made in consideration of the vendor's minority/female ownership and/or employment profile and Equal Opportunity/ Affirmative Action Program.</p>	

### 3. Action Steps

*Describe the action steps relevant to the implementation of the policy.*

#### General

1. The Board designates the Superintendent as the purchasing agent.
2. No person may commit the District to a purchase without the appropriate certificate of the availability of funds.
3. The materials, equipment, supplies and/or services to be purchased are of the quality required to serve the function in a satisfactory manner, as determined by the requisitioner and the Superintendent.
4. It is the responsibility of the requisitioner to provide an adequate description of the item(s) purchased so that the purchasing agent may be able to prepare the specifications and to procure most expeditiously and economically the desired commodity and/or service. A source of supply should be included on requisitions for specialty or unusual items.
5. No requisitioner shall knowingly restrict competition or otherwise preclude the most economical purchase of the required items.
6. When a low bidder proposes an alternate as equal to that specified, it is the responsibility of the Treasurer to determine whether the proposed substitution is, in fact, an equal. Such decision is based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Treasurer, either party may refer the matter to the Superintendent.

#### Requisitions

1. The District establishes a standardized requisition procedure to allow authorized representatives to submit requests for the purchase of materials and supplies.
2. The following are designated as "requisitioner"; that is, they are authorized to issue requisitions against stipulated segments of budgetary appropriations: the Superintendent, administrative assistants, directors, supervisors and building principals. Each requisitioner is responsible for limiting his/her requisitions to the appropriate amounts.
3. Only District-approved methods or forms are used for requisitioning.

4. A requisition, to be considered appropriate for processing, meets the following requirements:

- A. contains adequate information and
- B. is approved by and bears the signature of an authorized requisitioner.

5. All approved requisitions are submitted to the Treasurer.

6. After a purchase order has been issued by the Treasurer's Office, the number of the purchase order is recorded on the requisition.

7. After processing, the original copy of the requisition is filed in the Treasurer's Office.

### Purchase Orders

1. Purchase orders are prepared by the appropriate person and at a minimum include the following essentials:

- A. a specification that adequately describes to the supplier the characteristics and the quality standards of the item required;
- B. a firm, quoted, net-delivered price, whenever possible (unit prices are shown);
- C. clear delivery instructions, including place and time;
- D. appropriate account code number or appropriation code and
- E. the Treasurer's certificate of available revenue and appropriation.

2. Purchase orders use an identifiable tracking system established by the District and contain the appropriate number of copies to meet District needs.

3. Verbal confirmation orders subject to subsequent confirmation by a written purchase order may be issued only in cases in which a bona fide emergency situation exists that can be handled only by this procedure:

- A. whenever possible, a purchase order number should be given to the supplier and
- B. a confirming requisition is issued immediately, marked "confirmation" indicating the purchase order number, if one was given.

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.		
2.		
3.		

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*  
The Uniform Grant Guidance (Uniform Guidance) outlined in 2 CFR 200 outlines the requirements for purchases made through the use of federal funds. Districts should ensure district procedures for purchasing items with federal funds are in compliance with the Uniform Guidance requirements. Districts may customize this regulation to reflect district practice for purchases made with federal funds.