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**PURCHASING POLICY AND PROCEDURES**

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**1.0 Policy**

The purpose of this policy is to supplement the purchasing policies and procedures that are to be used by the public schools throughout the State of West Virginia that are prescribed by West Virginia Board of Education Policy 8200. The Board shall adhere to the purchasing procedures contained in West Virginia Board of Education Policy 8200.

**2.0 Local Emergencies**

The following emergency purchasing procedures to be followed in the case of an emergency at the local level that has not been declared an emergency by the Governor:

**2.1** The Board may declare an emergency based upon the need for an expedited acquisition of commodities and/or services, that if not undertaken immediately, will expose persons to danger or create a significant risk of substantial property damage or economic loss to the district.

**2.2** In the event the Board declares an emergency under the foregoing paragraph, the Superintendent shall be authorized to exercise sound judgment and discretion when acquiring commodities and services related to the emergency, without strictly observing the normal purchasing procedures contained in Policy 8200.

**2.3** The acquisition of commodities and services not on contract that is estimated to cost in excess of \$1,000 but less than \$5,000 shall at all times be based on three competitive bids. Bids may be verbal but shall be summarized and documented and include the date of contact, vendor, dollar amount, commodity or service description, quantity, number of bids obtained and whether the award was made to the low bidder.

**2.4** The acquisition of commodities and services not on contract that is estimated to cost in excess of \$5,000 shall be based on three written bids which shall be documented and include the date of contact, vendor, dollar amount, commodity or service description, quantity, number of bids obtained and whether the award was made to the low bidder.

**2.5** If, in the opinion of the Superintendent, using sound judgment and discretion, time does not permit written bids to be received, verbal bids shall be obtained and documented, with written bids received within five working days of the request.

**2.6** All purchase order and/or contract awards shall be made to the lowest, responsible bidder meeting specifications.

**2.7** Should the award not be made to the lowest priced bidder, a written justification shall be placed on file with the bids that documents the reason the low price was rejected. This justification must be signed by the Superintendent.

**2.8** The Superintendent shall document each expenditure and include specifications, bids, no-bids, award justifications and any other relevant data.

**2.9** The documentation for each expenditure shall be complete and shall be kept in an orderly manner that will enable any interested party to understand the specifics of the expenditure.

**2.10** A complete written record of all expenditures relating to the emergency shall be maintained for a period of 10 years after the expiration of the declaration of the emergency.

**3.0 Review Schedule**

This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

**AUTHORITY:** West Virginia Board of Education Policy 8200

**ADOPTED:** 09/23/14

**REVISED:** \_\_\_\_\_