

403.00. Administrative Rules and Regulations:
Purchasing and Supply Mangement:

- a. Need Identified: Any employee of the Mingo County Schools shall have the privilege of requesting (through his principal or department head) supplies, equipment, or services. If, in the good judgment of the employee, a need for such has been established and said need can be substantiated, he is urged to make this request (on requisition forms available throughout the school system).
- b. Standardization: A committee appointed by the superintendent of schools will make every effort to "standarize" such items as can logically be standardized in order that the number of items regularly purchased can be diminished for and interchanged without difficulty (such as nuts, bolts, screws, valves, etc.). Items which are acceptable will be placed on the standard list and the list will be revised annually.
- c. Requisitions: Any teacher, principal, custodian or other regular employee of the School District who is in need of supplies and/or equipment for his school system's program, or department will make this request on the school system's requisition forms. The employee will designate the materials to be purchased, listing the product, number of items, cost of each item, total costs, date of issue, the requisitioner, address of point of delivery, and from whom the goods are to be purchased except for commonly used items kept in stock. The teacher, custodian, or other employee in any building must present the requisition to his building principal who will, if approved by him, sign the requisition and forward it to the office for the superintendent of schools. The superintendent will have full authority

to approve or disallow all requisitions. Requisitions are to be made in triplicate, with one copy remaining with the principal (or other) who requisitioned it; one copy going to the superintendent of schools; and one copy going to the accounts payable office. If the requisition is approved, the superintendent's office will process it; issue a purchase order (except for Standard List items which are kept in stock); and orders will be placed.

Materials such as chalk, pencils, art supplies, toilet tissue, mops, brooms, paper towels, floor wax, cleaning materials, and the like which are used daily or regularly by all of the schools in the district will be purchased by the superintendent in large quantities and will be kept on hand in storage in the Central Administration Building at Alderson Street, Williamson, WV. This storage and distribution shall be under the direction of the director of school maintenance. Requisitions for commonly-used items such as those listed above will go from the superintendent's office to the director of maintenance where the requisitions will be honored and filled from stock. Only the superintendent of schools will issue purchase orders for these regularly used items. When the director of maintenance receives the requisition he will take from stock those requisitioned materials and deduct same from his inventory. He will then send the requisitioned materials by the school system's deliveryman to the principal of the school which requisitioned the items. Principals, department heads, and others are urged to request these commonly-used items in quantities which will last a minimum of one month. This will eliminate small deliveries and thus result in a savings to this district.

- d. Budget Review: Board Policy 1 - self directing; no Administrative Rules and Regulations are needed.
- e. Specifications: Written specifications (a precise description of the item or items desired, including technical information) will be required in all purchases of \$5,000 or more, and may be requested by the board and/or superintendent on purchases of any amount. The specifications are the responsibility of the superintendent or his designee (s).
- f. Bids or Quotations: The county shall follow State Statutes and procedures in legally advertised bidding - procedures which are clearly defined - on items in excess of \$5,000. On items of less than this amount, the superintendent (purchasing agent) shall have the responsibility for obtaining such bids and quotes as he deems necessary and desirable, commensurate with good business standards and practices.
- g. Analysis of Prices: Board Policy is self-directing; thus, no Administrative Rules and Regulations are needed.
- h. Purchase Orders: Purchases of all supplies and equipment for this school district, in line with State Statutes and Board Policy, shall be made only by properly issued purchase orders (provided by this district) which have been signed by the superintendent of schools and counter-signed by his designee of this board. The only exceptions here will be that of petty cash funds (for miscellaneous purposes) and each school principal will be required to keep records of same and to account for the receipts and expenditures in his school's petty cash fund.

Purchase orders shall be made in triplicate, with the original going to the vendor, one copy to the principal (or other) who made the requisition, and one copy retained by the accounts payable office for official record. The

purchase order shall contain the following (and be fully completed):

purchase order number, account (budget) number, items and number ordered, cost of each item and total costs, date issued, name of requisitioner, address of delivery point, and the signature of both the superintendent and designated person.

- i. Register: Board Policy is self-directing; thus, no Administrative Rules and Regulations are needed.
- j. Receipt of Goods: This school system will use "centralized receiving" for all items purchased for general school use. This means that those items used by all of the schools will be shipped by the vendor to the Central Administration Building. These general supplies will be placed in stock and on inventory by the director of maintenance, and will be distributed as requisitions come in for same. The director of maintenance will (1) compare the check the invoice sent by the vendor with the purchase order issued by the school district; (2) compare the invoice with the packing slip and the materials received; and (3) examine the materials received for damaged or broken items. If the shipment is found satisfactory, the director of maintenance will be approved, by his signature on the company invoice, the items received and return invoice to the accounts payable office for payment. If the director cannot approve the shipment, he will return the unsigned invoice to the clerk with a note of explanation. It will be the clerk's job to trace the missing items and to contact the vendor in case of broken or damaged materials.

This school system will use "decentralized receiving" with items ordered for specific or single schools. The principal of that school (or his designee) will check items received against the purchase order and requisition;

check contents for damaged or broken items; approve the invoice, (by his signature); and return invoice to the accounts payable office for payment, if the shipment is approved. If the principal cannot approve the invoice, he will attach a note of explanation to the invoice and return it to the accounts payable office who will take care of the matter in the same manner as in "centralized receiving".

- k. Back Orders: Back orders will not be accepted.
- l. Inventory Process: The director of maintenance will devise such inventory forms as will give an instant and up-to-date accounting of all supplies and equipment on hand. He will also keep a record (by filing the requisitions received) of all materials issued to each school. In addition to this inventory, each school will, at the end of each school year, make a full and accurate inventory of all supplies and equipment found in that particular building. Each school principal will be responsible for the making of this inventory; and he shall have the assistance of all teachers, custodians, and other personnel in so doing. One copy of the year-end inventory by each school is to be sent to the Superintendent of schools by July 1 of each year. Every item of equipment worth more than \$15.00 must be numbered and coded when purchased and put into use. A card-file system inventory is to be used for items of equipment here described.
- m. Distributing: The Board of Education will provide a pickup truck or small van-type vehicle, along with a regularly employed driver, who will deliver requisitioned items from the Standard Supply and Equipment List, and other items as dictated by needs. The driver will be under the supervision of the director of maintenance. The school deliveryman will make a minimum of one

trip to each school each week (in the A.M.) and will pick up and deliver all (portable) items as necessary and proper to best facilitate the utilization of supplies and equipment in the overall school program. All principals will have full authority to direct the deliveryman in the pickup and/or delivery of any school item. The deliveryman will have his headquarters in the Central Administration Building and he is subject to call (in the P.M.) for the special deliveries in addition to his regular daily (A.M.) schedule.

- n. Invoice Analysis: (Covered in Part J, and other parts of these Administrative Rules and Regulations).
- o. Quality Control: A Testing and Inspection Program: The superintendent, with staff assistance, shall compile a Standard List of Supplies and Equipment. This list will cover both the instructional and non-instructional areas. All of the items on this List will be those which are regularly used by the schools. Three committees, appointed by the superintendent and made up of seven members each, will be formed as follows:

- (1) Instructional Supplies and Equipment - Elementary
- (2) Instructional Supplies and Equipment - Secondary
- (3) Custodial and Caretaking Supplies and Equipment

These committees will also fulfill the testing and inspecting aspect of board policy. The three committees will work out a testing program for materials and equipment, considering costs, quality, and appropriateness. Items such as light bulbs, floor wax, duplicators, and the like are to be tested. These committees will also make every effort to standardize such items as can logically be "standardized".

p. Storing: The down stairs of the Central Administration Building at Alderson Street will serve as the storage facility for all items on the Standard Supply List; for extra school furniture; for custodial supplies; for special and infrequently-used pieces of equipment; and for all other items and materials held for present or future use by the schools of this district. The storage facility will be under the supervision of the director of maintenance who will be headquartered there. The director and his staff will store all items in a clean, orderly, proper manner, and away from dampness, contamination, etc., which could render the stored items useless or ineffective.