

## FUNDRAISER CHECKLIST

\_\_\_ Review Fundraising Procedure as well as the district general guidelines for fundraising activities

\_\_\_ Complete and submit the Fundraising Application form to principal for approval.

\_\_\_ If fundraiser is an online platform, follow Policy 2020.2. Approval for online fundraising is located in Talent Ed on the district website.

\_\_\_ If fundraiser is to acquire technology hardware or software, submit the Fundraising Application form to the Director of Technology to request approval.

\_\_\_ If the fundraiser is to acquire equipment that requires installation or enhancements to the building and grounds, submit the Fundraising Application form to the Executive Director of Maintenance and Operations and Security to request approval.

\_\_\_ Attach a Facility Use Application to the Fundraising Application form for a fundraiser that requires the use of the building or grounds. The principal will forward a copy of the approved Fundraising Application form and the Facilities use form to the facilities department for review and approval.

*NOTE: For activities requiring outside vendors operating on district property, a Certificate of Insurance must be obtained from the vendor naming the district as the additional insured.*

\_\_\_ If food is being sold as a fundraiser, attach the list of food items that will be sold to ensure adherence to the District Wellness Policy.

\_\_\_ The principal (or designee) will add the fundraiser to the school calendar and notify you when the fundraiser has been approved or denied.

\_\_\_ Determine if tickets will be sold and/or a change box is needed. Follow district procedures for collection and deposit of cash. Submit the cash box sales report with the Report of Monies Collected report at the end of the fundraiser.

\_\_\_ For fundraisers requiring inventory (such as food sales) complete the concession stand inventory and sales report which should be submitted with the Report of Monies Collected Report at the end of the fundraiser.

\_\_\_ Follow district policy and student activity guidelines for purchasing goods and/or services for all fundraisers. (Policy 6056).

\_\_\_ At the completion of the fundraiser, the Reconciliation form on the bottom of the Fundraising Application and a copy of the submitted student activity deposit ticket(s) must be turned into the principal (or designee) to complete the file.

All donations (monetary or non-monetary) that are requested using the District's name, referencing the employee's position with the District even if the District is not named, or requested on behalf of District students specifically or in general are considered District property.

## Fund Raising Sales Policy (District Policy 1061)

### Rules and Procedures

1. All fundraisers must be approved by the Principal (see attached form). This must be done every year, regardless of whether the same fundraiser has been approved in the past. Coaches and sponsors must submit applications for fundraising. Parents and students cannot submit an application for the coach or sponsor. Requests from musical, athletic, agriculture, drill teams, and other similar groups must be presented to the principal by the director or sponsor.
2. All fundraisers must be voluntary for students and parents.
3. Any organization, or sports team officially recognized by the school administration, must complete a Fundraising Permission form and receive approval from the head principal prior to beginning the fundraiser or ordering any fundraising items. See the form below. Fundraising Application Forms are available in the office or Activities/Athletic Department. You must complete the Fundraising Form.
4. Individuals participating in fundraising projects for nationally affiliated organizations such as the American Cancer Society, Girl Scouts, Junior Achievement, etc. may complete a fundraising request form. An approved form must be granted to the individual before any fundraising sales may take place.
5. Groups may only hold fundraisers that have been approved by the head principal.
6. The Principal (or designee) is responsible for training staff on proper accounting and fundraising procedures.
7. The principal/designee will ensure all fundraising activity is placed on the school calendar so that a coordinated effort can be formed between staff and teachers. Any fundraising activity using district facilities (indoor and outdoor) must be approved through the facilities department. Once the event is approved by facilities it will be placed on the district facility use calendar in order to ensure the space is held for the event.
8. If the activity involves the use of facilities and/or equipment at the school, the facility use form must be submitted for approval to facilities. (Use of Facility policy #7013 must be followed).
9. All products must be ordered following the district's policy #6056. **No items can be purchased using cash.** All products must be ordered through a purchase order, Purchase Card, or Sam's Card. Submit your permission form and order request to ( ) in the Main Office.

10. Cash may not be used to pay vendors, staff or students for any work performed for the fundraiser. All payments must be paid to employees through the payroll department or to students/vendors through accounts payable department.
11. Group sponsors are solely responsible for any product for financial liability associated with the fundraiser. The School is not responsible for product or financial loss by the sponsor or students. A receipt must be given if the fundraiser involves any monetary exchange. Receipts books are available. All receipts must be submitted to the head principal at the end of the fundraiser.
12. Any checks that are collected that are returned for NSF (insufficient funds) will be charged back to the student activity fund where the monies were deposited. The club sponsor will be responsible for the collection of the returned funds.
13. Sponsors/coaches/all groups must deposit their proceeds after each event rather than waiting until the end of the program or season. Deposits must be made in one of the school accounts. If the sponsor is unable to complete a deposit immediately, the money from the fundraiser must be kept in the school vault until the deposit is completed. Cash collection procedures outlined in the student activity procedures must be followed.
14. Distribution checks for the fundraiser must be made payable to Ferguson Florissant School District with the school name. Checks should never be made payable to an individual or sponsor.
15. All donations (monetary or non-monetary) that are requested using the District's name, referencing the employee's position with the District even if the District is not named, or requested on behalf of District students specifically or in general are considered District property.
16. In the case of concession stands and snack bars, parents that assist in conducting concession stands must give the funds to the sponsor/coach who maintains an ongoing accounting record.
17. Groups may sell only those items specified in the fundraising permission form -- **100% of the food items sold at the school or during a school event MUST meet the Wellness Guidelines**
18. Items may not be sold in any instructional areas. Sales may be made in instructional areas only where teacher permission has been specifically granted. All teachers should notify their classes of their policy regarding fundraising sales, consumption and possession.
19. The group sponsor should submit a list of all individuals authorized to sell items prior to the fundraiser. Individuals not listed may have their merchandise confiscated.

20. Individuals may not sell fundraising items on the campus for any non-school group.

21. Individuals are prohibited from selling any items for their personal profit.

22. Individuals purchasing fundraising items agree to the following:

- a. Not to bring purchased food items into instructional areas
- b. Not to consume purchased food items in any instructional area

**FFSD Policy 1061 Raising Money 1061 RAISING MONEY** The school does not act as an agent to sell articles, subscriptions and admissions to raise funds except for school programs and advertising for the senior high school annual. All fund-raising activities must have the explicit approval of the principal, Superintendent, or designee. Fundraising efforts shall be authorized under conditions that do not conflict with instructional programs. Fundraising refers to the raising of non-appropriated funds for the educational benefit of students and their school's funds. Fund-raising shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school principal. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation except with continuous adult supervision. Each principal shall develop and maintain a list of all approved fund-raising activities. Revised 05/98

**Failure to adhere to the fundraising procedures will result in disciplinary action up to and including termination.**

(Fill in the blank) School  
Fundraising Application Form

Name of Group: \_\_\_\_\_

Sponsor/Coach: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Email Address : \_\_\_\_\_

General Description of Fundraiser

Purpose of Fundraiser (what will the funds be used for): \_\_\_\_\_

**(attach list of any food items being sold along with the nutrition information to this form for audit purposes).**

Location of Fundraiser: \_\_\_\_\_

Fundraiser to begin on: \_\_\_\_\_ end on: \_\_\_\_\_

Estimated Income: \_\_\_\_\_ Estimated Expenditures: \_\_\_\_\_

Estimated Net Profit: \_\_\_\_\_

Student Activity Account number: \_\_\_\_\_

**(All fundraising proceeds collected must be deposited into this account)**

Approved or Denied Signature by Athletic Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

OR Student Activities Director: \_\_\_\_\_ Date: \_\_\_\_\_

Approved or Denied Signature by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Reason Denied \_\_\_\_\_

\_\_\_\_\_

**Fundraising Reconciliation Form:**

**Fundraising Activity:**

**Receipts:**

Total receipts from \_\_\_\_\_ = \$ \_\_\_\_\_

Total

Total Cash Deposited (b) \$ \_\_\_\_\_

**Expenses:**

Cost of Materials \$ \_\_\_\_\_

Less Returned for Credit \$ \_\_\_\_\_

Net Expenses (c) \$ \_\_\_\_\_

Profit (Loss) (d) \$ \_\_\_\_\_

Ending Balance of Student Activity Account. (a) + (b) – (c) = \$ \_\_\_\_\_

Student Activity Account number: \_\_\_\_\_

**(All fundraising proceeds collected must be deposited into this account)**

Submit the reconciliation form along with a copy of the deposit ticket and approved Fundraising Application to the principal/Designee at the end of the fundraising activity.

**2020.2 INDIVIDUAL OR SMALL-GROUP INITIATED GRANT APPROVAL PROCESS (new policy)**  
**(see APPENDIX B- Individual and/or Small-group Initiated Grant Form) (effective July 1, 2017)**

Requests for approval of grant proposals may be made by individuals and/or small-groups and must be approved by the building or unit administrator, the Director of Technology Services (if applicable), Director of Facilities (if request is for equipment and/or requires installation) and the Director of Finance. Proposals shall not impact other staff beyond those initiating the grant.

Requirements of the grant or pilot shall not conflict with current District policy.

A copy of the approval letter or award email shall be forwarded to the Director of Finance in order to establish a new building based student activity account for the grant.

All donations (monetary or non-monetary) that are requested using the District's name, referencing the employee's position with the District even if the District is not named, or requested on behalf of District students specifically or in general are considered District property. The donation (monetary or non-monetary) will follow the teacher if they change classrooms or buildings unless it is permanently attached to the facility. The donation may follow the teacher if they leave the district after one year of the award if the value of the award is \$500 or less.

All monetary donations shall be deposited into a student activity account established by the Director of Finance and shall be expended according to the terms in the grant request. Funds received in excess of the grant request shall be reallocated to a new project or donated to the school/unit for future use.

All monetary donations shall be requested as a check payable to the school or district and shall be mailed to the Finance Office for deposit. A check should never be made payable to the individual requesting the grant.

For projects funded through an internet platform, this same process shall be followed before the project/request is posted on the internet platform. The Principal is responsible for monitoring the site and ensuring that the request is removed from the site when the event or request is completed.

When posting pictures/videos/images of any students or staff, all Ferguson Florissant policies and procedures must be followed.

**Individual and/or Small-group Initiated Grant Approval Process**

**A.** The following information must be provided as part of a grant proposal:

- Submitter(s)
- Building/department
- Funding Source
- Purpose of grant
- Item(s) requested
- Dollar estimate of award
- Ownership of item(s) (if applicable): Must follow funding source's policy

**B.** Approval from building/unit administrator

**C.** Approval from Director of Technology Services required when proposal includes technology hardware or software to ensure compatibility and support

**D.** Approval from Director of Facilities required when proposal includes installation of equipment or enhancements to building or grounds

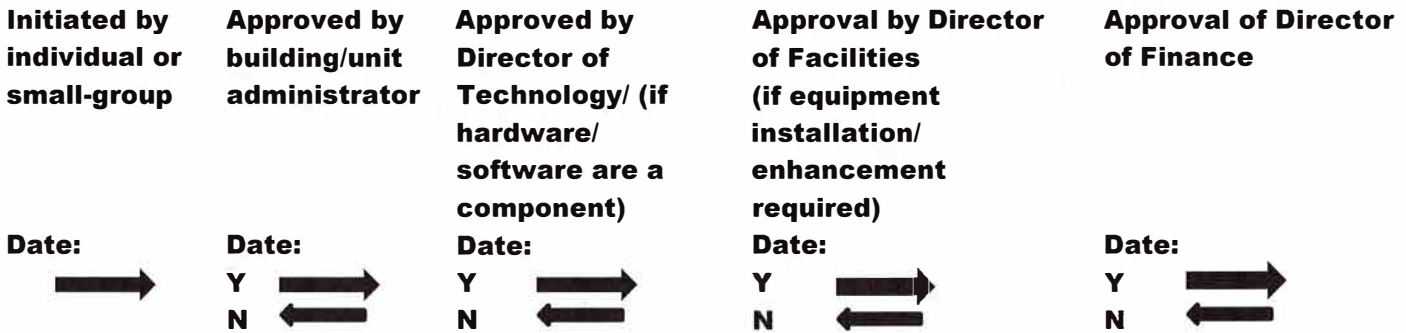
**E.** Approval from Director of Finance

**F.** A copy of the approval letter or email shall be forwarded to the Director of Finance in order to establish a new student activity account for the grant.

**G.** Monetary donations will be sent directly to the Director of Finance.

**H.** Non-monetary donations will be tagged with the Ferguson-Florissant inventory tag and added to the inventory list.

**Approval Process for Individual/ Small Group Initiated Grants**





**Ferguson Florissant School District**  
**Application for Use of Facilities**  
*For Use by External Community Groups Only*

Facilities Department  
 7469 Mintert Industrial Drive  
 Ferguson, MO 63135-3099  
 Fax: (314) 506-9171 Phone: (314) 506-9191

Building/School \_\_\_\_\_ Area/Room \_\_\_\_\_

Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_ Days of week (circle) M Tu W Th Fr SA

Arrival Time \_\_\_\_\_ Activity Begins \_\_\_\_\_ Activity Ends \_\_\_\_\_ Departure Time \_\_\_\_\_  
 (Open building) (Close building)

Name of Organization applying \_\_\_\_\_

Number of participants \_\_\_\_\_ Roster submitted: Y/ N Youth or Adults? \_\_\_\_\_

Activity or purpose of meeting: \_\_\_\_\_

Person on site responsible for group: \_\_\_\_\_  
 Name Telephone

**Admission cannot be charged to events held on District property.** (Do you plan to serve refreshments?  
 \_\_\_\_\_ (restrictions apply) A cafeteria employee must be on duty if kitchen area or equipment is used. Please  
 make arrangements with the Cafeteria Office at (314) 506-9097 they will bill you directly for this service.

Additional Information \_\_\_\_\_

**I, the undersigned, have read the reverse side of this application and understand and agree to observe all requirements governing the use of District facilities.**

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Business phone \_\_\_\_\_ Home phone \_\_\_\_\_ Email \_\_\_\_\_

**MAKE CHECKS PAYABLE TO: Ferguson-Florissant School District. Organizations will be invoiced for fees and any other charges. The District reserves the right to cancel permits for good cause without prior notice.**

Basic fee: \_\_\_\_\_ Security Deposit \_\_\_\_\_ Custodial Fee \_\_\_\_\_ Security Officer Fee \_\_\_\_\_

Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal/Building Administrator

Certificate of Insurance Expiration Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Superintendent/Designee

Please forward completed form to the Facilities Department/Building Use. Approved copies will be distributed as follows:  
 Original: Facilities 1- Building Administrator 1 - Applicant 1 - Custodian

As appropriate additional copies will be sent to: Custodial Supervisor \_\_\_\_\_ Security \_\_\_\_\_ Food Service \_\_\_\_\_  
 Date Placed on Calendar: \_\_\_\_\_

Ferguson-Florissant School District

PUBLIC USE OF FACILITIES  
BOARD OF EDUCATION POLICY 7013 (REVISED 1994)

7013 PUBLIC USE OF FACILITIES. District buildings and grounds shall be made available for public use as freely as is consistent with state law and the policies of the Board. In granting the community use of District property, the Board shall at no time surrender its control of such property.

1. **Availability of Facilities.** District facilities may be made available for community use whenever such use does not interfere with the conduct of school affairs or the operation of the District. Activities will not normally be scheduled on school holidays, Sundays or during school vacation periods. Outside play areas may be assigned throughout the school year. School activities have priority over community use and permits may be canceled for good cause without prior notice. Applicants agree to provide proper adult supervision of all activities to ensure the safety of their group members

The Superintendent is authorized to approve and schedule the use of District facilities by applicant groups, provided such groups are composed primarily of District residents.

District facilities shall not be used for any of the following types of activities:

- A. Activities which may result in excessive wear or damage to facilities.
- B. Activities offering extreme, potential danger to the health and safety of participants or spectators.
- C. Activities of a professional or business nature which are conducted for private profit.

2. **Permits.** Only authorized groups with permits in their possession may use District facilities. Applications for permits shall be submitted on approved forms. All permits must be approved by the Administration and will only be given to appropriate adult sponsors. Permits are granted with the understanding that school activities and youth organizations have priority over other requests. Requests must be renewed at the beginning of each school year.

3. **Fee and Charges.** Organizations, other than school-connected groups or youth groups, are subject to payment of a basic fee to defray costs incurred in operating and maintaining the facilities used. The fee schedule is set by the Board. In addition, all organizations shall pay a charge to compensate the District for any overtime payment to District employees. An assessment will be made for damage to or loss of District property.

Special permission is necessary in order to charge admission to an activity held on District property. Only nonprofit organizations may request such permission. A special payment is required for activities involving an admission charge. The Board may waive the special payment when all net proceeds of the activity are donated to the school, to a city within the District, or a District project.

The basic fee and/or employee fee may be assessed whether or not the facility is used, unless notice of cancellation is received at least 24 hours prior to the scheduled activity. A custodial/security fee may be assessed to compensate the District for any overtime required by the requested activity. In addition, a maximum of two hours in excess of the approved application fee may be charged for actual custodial duties required. No payment shall be made directly to District employees. Fee payments are to be made within 30 days after receiving invoices. Lack of prompt payment is justification for refusing or cancelling of future use of District facilities.

4. **Supervision.** A district employee must be on duty in the building during the entire time that a facility is used by a community group. In addition, the sponsoring organization shall agree to accept responsibility for full time supervision of its activity. The District assumes no liability for injury to persons using the District facilities under provisions of this policy. The employee will open the building and assigned areas only. The person in charge and the employee on duty will inspect the area used and file a report as to its condition. Should any activity require use of the kitchen or kitchen utensils, a District kitchen employee must be on duty.

5. **Times Available.** District facilities will be available Monday through Friday no sooner than 6:30 p.m. and groups are expected to leave no later than 10:00 p.m. Any deviation from these times must be approved in advance.

6. **Refreshments and Equipment.** The serving of any refreshment must be coordinated with the office prior to permit approval. Arrangements for equipment should be made when application is submitted for approval. The employee on duty can assist with minor requests but assistance will be restricted to what is written on the application. Athletic equipment, other than nets and standards will not be furnished. District equipment left in permit areas should not be used under any conditions. Applicants shall provide proper, adult supervisor for all activities.

## COLLECTION AND DEPOSIT OF CASH

- Money shall not be collected from students on school premises without the principal's approval. The teacher, class or group sponsor shall receive written approval for money to be collected prior to the initiation of any fundraising activity. Failure to comply may result in disciplinary action by the principal.
- Upon receipt of any cash, the sponsor or representative must turn the money over to the school administrator within 24 hours.
- Activity Sponsors shall keep records of all cash collected by source.
- Activity Sponsors shall use the Activity Receipt Form when turning cash over to the school administrator.
- Student activity money should be deposited within three days of receipt in the district's bank account. Adding machine tapes must be run on all groups of checks and included with deposits
- All school activity cash should be kept overnight in the school safe.
- Light weight safes shall be set in concrete or in a wall to prevent removal. Storing funds in file cabinets and desk drawers is prohibited.
- The safe or vault should be locked whenever not attended.  
This means actually turning the combination; not presetting on some digit, which nullifies insurance coverage. The combination shall be changed whenever there is a change in personnel.
- In the event the school incurs a loss in cash, Director of Security and police shall be notified immediately. A police report must accompany the Property Loss Report which is filed with the Director of Security as well as the Finance office.

## General Cash Collection Guidelines

- All checks received where the student's name is different from the name of the person signing the check, must have the student's name written on the memo section of the check.
- All money received by the school must be substantiated by **pre-numbered student receipt records (when applicable), report O£ monies collected, and a Board O£ Education and Activity Receipt Form**; OR **pre-numbered tickets, report O£ tickets issued and sold, report O£ monies collected, and Board O£ Education and Activity Receipt Form**; OR other auditable records as approved by the district finance office. In all cases where tickets are used, ticket reports and unsold tickets shall be available for audit.
- Collections from teachers office shall be turned in daily to the manager/bookkeeper. Teachers who fail to turn in cash collected each day, shall be held personally liable for loss or theft.
- Funds should be counted by the office manager/bookkeeper in the presence of the person submitting them, with the **report O£ monies collected** form signed at that time.
- Deposits shall be made on a daily basis if possible. Funds that are kept in the school overnight shall be safeguarded in a safe or vault.
- The principal shall be notified immediately upon the discovery of errors, in order that necessary adjustments can be made in the handling of school activity accounts.

## TEACHER/SPONSOR DEPOSIT PROCEDURE

1. Total the amount listed on the *Report OE Monies Collected* form.
2. Total the actual amount of cash and checks on hand (steps 1 & 2 must agree).
3. Cash/checks and the *Report OE Monies Collected* form should be submitted to office manager/bookkeeper. The cash/checks must be counted in the presence of teacher/sponsor and the Report of Monies Collected form must be signed and dated by both at that time.

### Student receipts shall be issued for:

- All individual collections greater than \$10.00;
- Any prepayment purchase such as yearbooks, annuals, book orders, and pictures.

### Student receipts are not required:

- For individual collections of \$10.00 or less, as long as individual student names are listed on a *Report OE Monies Collected* form or a separate list of student names is attached to the form;
- If a tangible item is received at time of collection, as long as individual student names are listed on a *Report OE Monies Collected* form or a separate list of student names is attached to the form.

## Report Of Monies Collected

The *Report of Monies Collected* is supporting document for each *official receipt* written. This form shall be used whenever funds are turned over to the bookkeeper.

- Money collected from more than one source, shall not be submitted on the same *Report of Monies Collected* form.
- Any erroneous information must be invalidated by lining through such information and entering the correct information above or below the error.
- If the source of collection is from the student, the student's name must be listed on the *Report of Monies Collected* form, unless a separate list of student names is attached to the form. When student receipts are issued, the individual student receipt number shall be referenced next to the student name on the *Report of Monies Collected*.
- When checks are received, each check number should be referenced on the *Report of Monies Collected* form in the "CHECK#" column; when a separate list of student names are attached to the *Report of Monies Collected*, the check numbers should be referenced there. The individual completing the *Report of Monies Collected* shall calculate total dollars received in cash, total dollars received in checks, and grand total for the deposit. The bookkeeper will verify these totals and deposit monies collected intact.
- The teacher/sponsor should retain a copy of the *Report of Monies Collected* form for their record.

## RETURNED CHECKS AND UNCOLLECTIBLES

### Returned Checks

The principal/office manager is responsible for seeking reimbursement for any unpaid check returned by the bank. The bookkeeper shall make every effort to contact the maker in an attempt to obtain a cash settlement, and collect any bank charges incurred. Upon receipt of the notification of a returned item, the following steps must be taken:

- Attempt to contact the maker of the check by telephone and request that the school be redeemed with cash, money order, or other form of guaranteed payment.
- If not successful after two telephone calls, notify the finance office. The District will send a certified letter on District letterhead to the maker of the returned check.
- A journal entry will be made by the Finance office for the returned check. The account to which the uncollectible returned check was originally receipted to will be reduced for the amount of the check.

### Redeposit of Returned Check

- The returned check may be redeposited only once at request of maker. Do not surrender check except in exchange for cash, money order, or other form of guaranteed payment.
- Do not issue an *OEEicia1 Receipt* for the replacement funds.
- Funds collected (amount of the returned check) shall be redeposited as a separate item to ensure proper accountability.
- Redeposit the returned check or collected funds by preparing a separate deposit slip marked "redeposit". Identify by listing the maker's name on the deposit slip.







## **6051 CLASSIFICATION OF PURCHASES**

Proposed purchases shall be in conformity with the District's annual budget adopted by the Board of Education and shall be charged against accounting classifications which most accurately describe the purpose for which the purchase is made.

## **6052 PURCHASING GUIDELINES**

The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without the proper documentation and without an affirmative vote from a majority of the whole Board. Purchases that may exceed \$10,000 must have prior Board approval unless this policy's emergency provisions are applicable.

In making purchases the District shall give preference to and encourage the purchase of all commodities manufactured, mined, produced or grown within the State, and to all firms, corporations or individuals doing business in the boundaries of the District and Missouri firms, corporations, or individuals, when quality and price are approximately the same. It is further the policy of the District to encourage the purchase of products manufactured, assembled or produced in the United States.

### **Purchasing Supervision**

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy. By an affirmative vote of not less than two-thirds of all the members, the Board may select, authorize and direct the purchase of additional ground needed for school purposes.

The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions. A copy of this policy, certified by the signature of the President of the Board shall be kept on file in the District's business office and provided to any vendor upon request. Revised 03/15

## **6053 COMPETITIVE BIDDING**

District staff will research all purchases and compare prices prior to making decisions regarding the expenditure of district funds, unless a purchase is covered by an exception pursuant to this policy. Employees are expected to contact multiple providers before making a decision regarding purchases under \$3,000. Purchases of \$3,000 or more will be competitively bid, and sealed bids will be required for purchases that may exceed \$10,000.

The district will select the lowest or best bid. The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price.

When the purchasing officer determines that the purchase requires competitive negotiations, products or services may be purchased by competitive proposals. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

For construction projects with an estimated cost exceeding \$250,000 the District may enter into a union-only project labor agreement if the District is utilizing no more than fifty (50) percent of state funds on the construction project, conducts an impact analysis, publishes the results of that analysis and the reason for requiring such an agreement, and holds a public hearing as required by law. The District will publish its determination on whether to require a union-only project labor agreement within 30 days of the public hearing.

### **Emergency Situations**

Unless otherwise required by law, the superintendent may waive the requirement for competitive bids or proposals when he or she has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary in order to protect against further loss of or damage to property, or to prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and will only be utilized for purchases that are necessary to alleviate the emergency.

### **Debarred or Suspended Providers**

The district will not do business with providers who have been suspended or debarred on a state or federal level unless the superintendent authorizes the transaction and provides the Board with written justification. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

### **Confidentiality**

Sealed bids and related documents will be kept confidential until bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is approved by the Board or all proposals are rejected.

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#### **6054 COOPERATIVE ORDERING**

The District shall estimate periodically the need for standard items or classes of items and whenever possible make quantity purchases in cooperation with the Association of St. Louis County School Business Officials and the State Procurement Division.

#### **6055 PURCHASE ORDERS AND PURCHASING CARDS**

Purchase orders for budgeted items shall originate from District personnel authorized by the Superintendent to recommend purchases. The purchase order shall contain the name of the vendor, the quantity and cost of the item being ordered and the account number to which the cost is to be charged. All purchases recommended by staff members shall be signed by the Superintendent or designated representative assigned the review and approval responsibility.

Authorized district employees may use purchasing cards issued to the district to make purchases for the district or to pay for authorized travel expenses (registrations/hotel/airline) when performing job duties. Employees will not use these cards to circumvent the bidding and purchasing requirements established by law and Board policy. All purchases made using district cards must be attributed to the appropriate budget code and must conform to the Board-adopted budget.

The district will use purchasing cards instead of credit cards to the extent feasible. Unless otherwise authorized by the Board, only the superintendent will have access to a district credit card, and the Board will set the amounts that may be charged to those cards.

The purchasing officer will approve the issuance of all purchasing cards and the limitations on the cards. The superintendent, in consultation with the purchasing officer, will annually review and revise the list of persons/departments receiving district cards and the limitations on those cards. The annual review will ensure that only the employees who appropriately utilize the cards have access to them, and that the limitations on the cards do not exceed the amounts of the projected expenditures to be made with the cards. The Superintendent will annually approve all modifications prior to implementation.

Any employee using a district purchasing card shall sign a card holder agreement and will receive training on applicable procedures for card use. District employees must receive authorization prior to using the card and provide documentation, such as a purchasing card requisition and applicable budget codes, justifying expenditures. Once the purchase has been placed, an original receipt must be attached to the requisition and submitted for pay. The purchasing officer will examine all documentation prior to payment and will notify the superintendent or designee immediately if any purchase was made in violation of law or district policies or procedures.

All employees using a district purchasing card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent immediately. No person may use the card unless they have approval by the Principal/Supervisor and have agreed to the guidelines by signing the card holder agreement. Departments/schools will surrender all cards upon demand by the district.

Revised 03/15

#### **6056 PROHIBITED ACTIVITY AND REPORTING REQUIREMENTS**

The proper processing of a purchase order shall be the only approved means of expending District funds. District employees shall not initiate orders, make purchases, or otherwise obligate District funds with the intent of later submitting a purchase order for approval.

The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing. Under no circumstances may employees use district funds to make unauthorized or personal purchases. Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

All district employees must report suspected fraud, theft or misuse of district funds to the superintendent or purchasing officer immediately. District employees may be disciplined or terminated from employment for failing to follow Board policy or district procedures and for any misuse of district resources, including district cards.

Revised 03/15

#### **6057 ORDERING ON APPROVAL**

District employees may order on approval supplies, materials, or other items they wish to review and consider for purchase. It is the responsibility of the employee to either recommend purchase or return the items ordered before the approval period expires. Failure to do so shall make the District employee personally liable for the expenditure.

#### **6058 SOLICITING IN THE SCHOOLS**

Vendors shall not solicit business on school property from either students or District employees without the prior approval of the Superintendent.

#### **6059 CAMPAIGN FUNDS**

No contribution or expenditure of District funds shall be made directly by any Board member, employee or agent of the District to advocate, support or oppose any ballot measure or candidate for public office. This policy does not prevent Board members or District employees from making public appearances or issuing press releases advocating, supporting or opposing ballot measures, with their own funds and/or their own time. Reasonable expenditures may be made solely for the purpose of providing members of the District's community with information regarding ballot measures in order to inform voters concerning issues that directly affect the District.

#### **6060 DISPOSAL OF SURPLUS PERSONAL PROPERTY**

Equipment, furniture or other items of personal property with a replacement cost of \$10,000 or less which are broken, have a high repair cost, are obsolete or have exceeded their useful life cycle and are deemed to have no present or future value to the district may be declared surplus by the Superintendent or his/her designee. Such property may then be destroyed and discarded or sold via competitive sealed bids. If the surplus property is of a class of equipment for which an inventory is maintained, the appropriate records officer shall be notified of the disposal.

Whenever the replacement value of the surplus personal property exceeds \$10,000, the sale or disposal shall be approved by the Board of Education. Surplus personal property may be sold or leased to a city, state agency, municipal corporation, or other governmental subdivision of the state which is located within the boundaries of the District for public purposes at a mutually agreed price without competitive bidding. In the alternative, the District may sell or lease such surplus personal property to the highest bidder. If ownership of any surplus property is to be conveyed to an individual or any non-governmental agency or organization as described above without competitive bidding, each such transaction must be approved by the Board of Education regardless of the original purchase cost or present value.

A list of all items destroyed or discarded will be maintained in the office of Superintendent or his/her designee.

Public notice of the sale or auction of surplus personal property will be published in a general circulation newspaper published within the county in which the District is located. Notice and sale of items may also occur through a service that allows governmental agencies to sell surplus and confiscated items via the Internet.

Adopted 06/12