

FUNDS MANAGEMENT AND INVESTMENT

It is the policy of the Gore Board of Education that all general fund receipts shall be transmitted to the treasurer of the board of education. A receipt shall be issued by the person receiving the funds to the person depositing the funds, and a copy of the receipt shall be forwarded to the treasurer. All disbursements shall be issued by the treasurer in the form of legal warrants, bonds or interest coupons.

The treasurer shall invest the following funds in direct obligations of the United States government; in certificates of deposit of banks secured by acceptable collateral, or in savings accounts or savings certificates of savings and loan associations. All deposits shall be insured by the Federal Deposit Insurance Corporation (FDIC), Federal Savings and Loan Insurance Corporation (FSLIC), or the national Credit Union Administration (NCUA):

1. Reserve funds from the general fund.
2. Funds from the building fund.
3. Reserve funds in the sinking fund.
4. To determine that school funds are properly secured, the treasurer shall, on March 31, June 30, September 30, and December 31, obtain from each bank where funds are deposited a listing of collateral pledged, setting forth the par value and market value of such collateral.

Said funds are to be invested monthly in accordance with all applicable state and school laws.

REFERENCE: 62 O.S. §333 et. seq., §348.1, §471 70 O.S. §5-115

CROSS-REFERENCE: Policy CDAB, Use of School Funds

Finances Budget - The Gore School District will comply with the requirements set forth in 70 O. S. § 5-13 4 .1 : Procedures - Statement of Income and Expenses - School District Budget.

Safeguarding Funds/Control of Funds - The board of education shall exercise complete control over all funds on hand or hereafter received or collected from any and all sources.

Audit - The Board of Education shall provide for an annual audit of all funds including the general fund, building fund, special funds, student activity funds, and Federal programs in compliance with Federal and State Law.

Handling Funds/Receipt and Disbursement of Funds - The treasurer shall receive all funds belonging to the school district, and report such receipts to the clerk or business manager of the Board of Education

as directed by the board. The treasurer shall promptly pay from funds belonging to the school district all claims and warrants approved by the Board of Education submitted to appropriations available to pay same.

General Accounts - The business manager and treasurer shall keep general accounts showing all of the receipts, appropriations, and expenditures of the district, and have the same open for inspection by members of the Board of Education or its designated officials at all times.

Purchasing

No Financial Benefits - The board members, officers of the board or school personnel shall receive no financial benefits whatsoever from the purchase of goods or services for the school.

Purchases - All purchases shall be made in strict conformity with local requirements as set forth in the State Laws of Oklahoma. Purchase orders shall be issued or approved by the business manager or superintendent.

Purchase According to Needs - School supplies and equipment shall be purchased only after careful consideration of the needs as pointed out by the appropriate administrative officials and teachers of the school system and authorized by the superintendent.

Treatment of Companies - All dealers and suppliers of school supplies shall be treated in an equitable manner and no one dealer or supplier shall be pitted against another to seek unfair advantage.

Protection of School District's Interest - All materials and services received by the school district shall be checked by the proper school district representative to see that the terms and specifications have been met.

Written Records - The business manager shall keep a written record covering all purchases. This record shall include a signed copy of the order showing time of payment.

Widest Market - School supplies and equipment will be purchased on the widest possible market consistent with the ability of the supplier to furnish goods and services as needed at the most reasonable prices.

E-Rate Procurement

In selecting service providers for all eligible goods and/or services for which Universal Service Fund ("E-Rate") support will be requested, the administration shall:

1. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.

2. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
3. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
4. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contract information on its FCC Form 470.
5. Comply with the gift rules outlined in the FCC's 6th Report and Order

Sole Source Procurements

A contract may be awarded for a supply or service without competition when the Superintendent, or a designee, determines in writing that there is only one source for the required supply or service. This method of procurement involves no competition and should be utilized only when justified and necessary to serve the Gore Public School needs. The power to authorize a sole source award is limited to the Superintendent or designee. The purpose in specifying these officials is to reflect an intent that such determinations will be made at a high level.

Federal Program Procurement

The Gore Public School District must buy supplies, services, and construction from the business community to operate. The Gore Public Board of Education shall appropriate funds that will be used, pursuant to administrative regulations set forth by the Superintendent, to procure the required goods and services, in accordance with the following stipulations:

1. The authority to purchase, i.e. the authority to obligate district funds to an agency outside of the Gore Public School District, is vested in the Superintendent, with the authority to purchase or contract to purchase materials, supplies, equipment, and services; to lease equipment and facilities necessary for educational programs and district operations; and to contract for renovations and construction. All such purchases and/or contracts shall be awarded contingent upon the availability of unrestricted funds in the approved operating or capital budget. All contracts must be signed by the Superintendent or his/her designee.
2. All district employees shall encourage and promote, on an inclusionary basis, contracting opportunities for all businesses, without regard to race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.
3. All contractors and vendors desiring to do business with the Gore Public School District and/or to participate on Gore Public School District contracts shall be required to comply with Board policy and Staff Conflict of Interest. All vendors and contractors doing business with the Gore Public School District shall provide all persons with equal opportunity without regard to race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.
4. All purchases and contracts for goods and services shall be made through the APS competitive process except for the following:

Purchases made through existing contracts or bids that have been established through a competitive selection process by another local, state or federal governmental agency.

Purchases of items and services that are only available from one source (excludables), such as:

- a. Regulated utilities
- b. MARTA passes
- c. Postage
- d. Organizational/professional memberships
- e. Conference registration fees
- f. Certain periodical subscriptions available only from the publisher
- g. Notices required by law to be published in specific newspapers
- h. Testing materials from the test publisher or licensed agent
- i. Maintenance agreements from the original vendor or authorized agent when he same cannot be competitively bid
- j. Specific items mandated by state or federal agencies
- k. Comprehensive school reform models approved by the United States Department of Education and selected by the Superintendent and materials and support services provided by these vendors on an on-going basis.

Sole Source Purchases - Sole source purchases are defined as those purchases of goods or services that can only be obtained from one source in the marketplace. Such goods or services will usually be of a unique nature and have performance characteristic and/or other attributes that can only be obtained from that source.

Single Source Purchases - Single source purchases are defined as those purchases of goods or services that, for a justifiable reason such as compatibility or standardization, are obtained from one source among others in a competitive marketplace.

Transactions valued under \$2,000 for any item or group of items.

Emergency purchases, as described in section 7 of this policy.

5. All purchases and contracts for goods and services, except those excluded in section 4 of this policy, shall be subject to the following competitive procedures:
Purchases of any item or group of items with a value of \$2,001 to \$25,000 require at least four (4) quotes.
Purchases exceeding \$25,000 require a formal solicitation conducted by Procurement Services. The district reserves the right to reject all bids when such action is in the best interest of the district.
6. Capital project contracts with a total annual value of \$200,000 or greater, consultant contracts with a total annual value of \$50,000 or greater, and all other contracts with a total annual value of \$100,000 or greater must be approved by the Board.

7. Emergency purchases of supplies or contracted services may be made when the Superintendent or her/his designee determines that an emergency exists that threatens the health, welfare or safety of students, staff members, the district or the public. Such emergency procurements shall be made with as much competition as is practicable under the circumstances. At the regular legislative meeting the next month following an emergency purchase, the Board shall receive a written report of all emergency procurements including the basis for the emergency, the selection process for the provider, the name of the provider, the amount and type of the contract or purchase, and a listing of the goods or services procured under the contract or purchase.
8. Except as otherwise provided by general law, no elected official, appointed officer, or employee of the Gore Public School District or any office, department, or agency thereof shall knowingly.; violate the ethics requirements described in Board policies.
9. An agreement that is made by any Gore Public School District employee who lacks the authority to enter into the agreement on behalf of Gore Public School District shall not be binding upon Gore Public School District. Any contract entered into by a Gore Public School District employee outside the provisions of this policy shall be of no effect and void. Any Gore Public School District employee who purchases or causes to be purchased goods or services outside the provisions of this policy and its implementing regulations may be deemed personally liable for the cost thereof and may be subject to appropriate disciplinary action up to and including termination.

Exceptions

Nothing in this policy shall be construed to contradict any other Board policy.

Conformance with other Laws

No provision of the purchasing, contracting, and leasing policy shall be deemed to permit any expenditure of public education revenues outside the parameters of applicable state or federal laws.

Consultants, In-Service Education Instructors, and Other Personnel Performing Special and/or Technical Services

The Board authorizes the Superintendent to execute contracts with consultants, in-service education instructors, and other outside personnel in order to obtain knowledgeable and reliable experts in performing professional and/or technical services of a specialized nature that are critical to the needs of the Gore Public Schools, subject to the availability of adequate funds for such contracts within the approved budget from which the contract is to be paid.

Any such consultant (person or firm) may not be paid more than \$50,000 under a single contract or more than a total of \$50,000 cumulatively in separate contracts in any fiscal year without prior approval by the Board.

Each month, the Superintendent shall provide the Board with a list of all such contracts entered that month. At the end of each fiscal year, the Superintendent shall also provide the Board with a list of all such contracts on a cumulative annual basis.

All consultant contracts must comply with the bid requirements of Board policy. In addition, consultant contracts for an amount in excess of \$50,000 shall be awarded through a competitive request for proposal (RFP) process, where the best value shall be selected. The RFP process may be conducted on an annual basis to include the variety of consultant contracts that may reasonably be needed in the course of each year by Gore Public School District departments.

Procurement Plan:

1. Gore School will maintain a standard of conduct whereby their officers, agents or employees neither solicit nor accept gratuities, favors or anything of monetary value from any vendor or any potential vendors.
2. A non-kick affidavit is used for purchases. Please note that Oklahoma school law requires a signed and notarized non-kickback affidavit on every invoice submitted to any county or local subdivision of the state, for payment to any architect, contractor, engineer or supplier of material of two thousand dollars (\$2,000) or more. The affidavit is to be signed by the person or persons authorized to accept payment on behalf of the architect, contractor, engineer or supplier.
3. The district will conduct all purchase transactions in a manner to provide maximum open and free competition (regardless of dollar value or purchase). The Food Service Director will have the option of purchasing any items that are not going to exceed \$250,000 accumulated purchases in a given school year, by receiving informal price quotes from suppliers. This conforms to state and federal regulations.
4. The district will try to provide clear and accurate descriptions of material, products or service desired.
5. The district will prepare descriptions of items or services needed in such a way so as not to unduly restrict competition. "Brand name or equal" should only be used in descriptions to define specific features or performance requirements.
6. The district will make positive efforts to allow small and minority owned businesses to compete for bids.
7. The district will not make a "cost plus", a "percentage of cost", or "cost plus percentage of arrangements to obtain goods or services.
8. The district will agree to purchase or procure goods and services only from responsible contractors or vendors.
9. The district will have a system for contract administration to assure:
 - a. Contractor compliance with terms and specifications, adequate and timely follow-ups.
 - b. All contracts include a provision defining sound and complete agreement.
 - c. Contract includes conditions for administrative or legal remedies or penalties where contractors violate contract provision

- d. Any duly authorized representative of the Department of Comptroller General of the United States shall have access to all records for audit, etc., and other required state government agencies.
 - e. All contracts recognize mandatory standards and policies relating to energy efficiencies which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P .L. 94-163).
10. Purchase of any one item (aggregate amount) that is going to exceed \$250,000 in a school year will require a formal bid.

Procurement Calendar and Information:

Each vendor will be provided a copy of foods and supplies needed for the year. Price quotes will be taken every six months on the listed items and on other items that may be added as needed. Copies can be made of the list and changes in prices should be highlighted every six months. If there is no change in price, the previous quote will remain in effect. Instructions will be provided concerning weekly deliveries.

It is the policy of the Gore Public School to accept the lowest bid. However, the Gore Public Schools reserve the right to reject any bid, taking into consideration service, quality of products, delivery, etc. The Head Cook and/or vendors should monitor invoices to ensure that prices charged are in accordance with price quotes.

Price quotes must be submitted by July 1 of each year. Quotes will be approved at the July regular board meeting. A representative of the company should be available for the placement of orders.

Product:

Milk
Bread
Construction materials
Groceries
Vehicles
Custodian supplies
Contract services

Bids shall be submitted by July board meeting annually. Supplies will be purchased as needed.