



Mt. Evans BOCES

Clear Creek RE-1 - Gilpin RE-1 - Platte Canyon #1

Strong Partnerships Ensuring Success for Exceptional Students

Purchasing/Purchasing Authority

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the executive director through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital purposes will be of similar size or will show a continuous trend without severe fluctuations.

The executive director shall direct the purchase of supplies, equipment and other materials as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put to bid. However, any single, non-budgeted purchase or expenditure greater than \$2,500.00 shall require advance approval by the Board.

In order to receive the greatest value for each dollar expended, it shall be the policy of the BOCES to obtain comparative prices based on similar quality, to consider a balance between long-term quality and cost, and to purchase in quantity whenever possible and practical.

Adoption date: 12/15/2014

LEGAL REFS.: C.R.S. 22-5-107 (*duties of board*)
C.R.S. 22-32-109 (1)(b) (*board duty to adopt policies for the efficient administration of the BOCES*)

CROSS REF.: DJE, Bidding Procedures