

## **3610 Purchasing Goods and Services**

The Superintendent shall be the sole purchasing agent for the District.

### **Purchasing from District Employees**

The Board shall not purchase equipment, supplies, or services from any employee who is employed by the District for more than an average of 25 hours per week, nor from a member of a household of that employee, nor from any firm in which that employee or member of his/her household holds a 10 percent or greater financial interest. 14

### **Purchases through the District**

Board members and employees shall not make any purchase through the District for personal use. The name of the District or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

### **Emergency Purchases**

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise because of an accident or other unforeseen occurrence that could affect the life, health, welfare, or safety of the District's students or employees.

(Re-approval: July 1, 2007)

LEGAL REF: MCL 15.321-330; 380.1216; 380.1274