Board Policy DJE: Purchasing

Status: ADOPTED

Original Adopted Date: 12/04/2014 | Last Revised Date: 06/15/2023 | Last Reviewed Date: 06/15/2023

The Procurement and Receiving Department will serve the Bibb County School District ("District") by providing the necessary supplies, equipment, and services as specified by the Board of Public Education for Bibb County ("Board").

It is the Board's expectation that all purchases will be made in accordance with the policies established by the Board, the Rules of the State Board of Education, and the laws of the State of Georgia. Purchases will be made in a competitive manner to seek maximum educational value, without regard to race, color, national original, religion, age, disability, sex, sexual orientation, gender identity, military service, veteran status, genetic information, or any other legally protected status.

All purchases and/or contracts shall be awarded contingent upon an appropriation having been made and the availability of funds. All requests for purchases or contracts not provided for in the budget will require prior approval of the Board or the Superintendent, whichever is appropriate according to the dollar level of the purchase.

The acquisition of services, equipment and supplies shall be centralized in the Procurement and Receiving Department under the supervision of the Superintendent or the Procurement Director. The Superintendent or their designee is authorized to promulgate a regulation providing guidelines for the purchasing of services, equipment, and supplies in all schools and all departments in the District.