

**Descriptor Term:**  
**PURCHASING AUTHORITY**

**DJEA**  
**ISSUE DATE: 12-10-2007**  
**REVISED: 07-10-2017**  
**09-17-2018**

“Purchasing agent” shall mean superintendent. Pursuant to the authority granted by Section 37-39-15, Mississippi Code 1972 as amended, this school board hereby designates other individuals as “purchasing agents” subject to the limitations set forth below.

1. In addition to the superintendent, the school board hereby designates the business managers as “purchasing agents” with general authority to negotiate for and purchase the commodities and services necessary for the operation of the school district, within the limits of budget categories and purchasing law.
2. This school board hereby designates the Assistant Superintendents of the Attendance Center, Director of Jackson County Technology Center, and Director of Child Nutrition as “purchasing agents” with the limited authority to negotiate for and purchase commodities and services necessary for maintenance and transportation and for the operation of their schools with the activity funds for which they are responsible as defined in board policy DK – Student Activities Fund Management, subject to all purchasing laws.

The purchasing agents of this school board, before entering upon their official duties in such capacity, shall furnish a good and sufficient surety bond in the penal sum of Fifty Thousand Dollars (\$50,000.00). Section 37-39-21 (1987)

**GENERAL AUTHORITY**

All agencies and governing authorities shall purchase their commodities and printing; contract for fire insurance, automobile insurance, casualty insurance (other than workers' compensation) and liability insurance; contract for garbage collection or disposal; contract for sewage collection or disposal; and contract for public construction as provided by law. Section 31-7-13 (For purchase of commodities, see Section 31-7-12.)

- A. \$5,000.00 or Less purchases which do not involve an expenditure of more than Five Thousand Dollars \$5,000.00, exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. Provided, however, that nothing contained in this paragraph shall be construed to prohibit any agency or governing authority from establishing procedures which require competitive bids on purchases of Five Thousand Dollars (\$5,000.00) or less. Section 31-7-13 (a)
- B. Purchases Over \$5,000.00 but Not Over \$50,000.00 See Section 31-7-13 (b)
- C. Purchases Over \$50,000.00 See Section 31-7-13(c)
- D. Lowest and Best Bid Decision Procedure See Section 31-7-13 (d)

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The results of all competitive bid openings shall be tabulated and presented to the school board at its next regular or special meeting.

- E. All federal purchases of goods (commodities) between \$5,001 to \$50,000 and services between \$10,001 to \$250,000 must have two (2) price quotes from qualified sources. Any federal services over \$250,000 will need to follow the competitive bidding process outlined in the Uniform Administrative Requirement (2 CFR 200.320(c)-(d))
- F. Federal purchases cannot be done through sole source providers unless:
- Emergency not permitting delay
  - Awarding agency expressly authorizes noncompetitive proposals
  - After solicitation of number of sources, competition is determined inadequate (must document vendors contacted and result)

**LEGAL REFERENCE:**

Mississippi Code as cited and 37-39-1 et seq. Jackson County School District