

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Purchasing Procedures</b>	<b>AD Number:</b> <b>2.805.1</b>	<b>Adopted:</b> September 1988 <b>Former Descriptor:</b> FM9, FM17
<b>Policy References:</b> <a href="#">Board Policy 2.805</a> – Purchasing	<b>Revised:</b> 11/96; 9/01; 12/02; 8/06; 8/14; 8/15; 8/19; 11/24	

1 Murfreesboro City Schools is a subdivision of the City of Murfreesboro and complies with  
 2 centralized purchasing procedures. Section 25-10 of the City Charter authorizes the district to  
 3 obtain its own employer’s identification number, establish its own bank accounts, and pay  
 4 expenses of operating the City’s school system, including teachers’ and other salaries from the  
 5 accounts established by Murfreesboro City Schools.

6 The school district will use a variety of procurement methods to obtain goods and services needed  
 7 for the efficient operation of the school district. It is a violation of Board policy to split or separate  
 8 into smaller orders any purchase of a good or service to evade the competitive procurement  
 9 requirements or to avoid obtaining the required approval. The Finance Department facilitates the  
 10 purchasing process between the school district and vendors in compliance with all applicable laws,  
 11 policies, and regulations.

12 **Routine Purchases**

13 Routine purchases for items such as supplies, goods, and other items required for the operation of  
 14 the school system and provided for in the budget will be procured through a purchase order system.  
 15 The district’s purchase order system is virtual and follows the process outlined below:

- 16 1. Requisitions are initiated by department staff in Skyward.
- 17 2. Skyward routes the request to the department supervisor, Finance Director, and  
18 Director of Schools.
- 19 3. Once the requisition is approved, Skyward will create a printable purchase order with  
20 a unique purchase order number.
- 21 4. After final approval of the purchase order, Skyward will send the electronically signed  
22 purchase order to a designated employee for matching and payment of invoices.

23 **Blanket Purchase Orders**

24 Blanket purchase orders allow for the recurring purchases of specific services or goods when the  
 25 quantity or frequency of delivery cannot be fully determined at the time the purchase order is  
 26 initiated. Blanket purchase orders are department-specific, and funds must be encumbered based  
 27 on a reliable estimate of the amount to be purchased within the fiscal year. Department supervisors  
 28 are required to monitor expenditures against blanket purchase orders. A new blanket purchase  
 29 order must be requested when the first purchase order is depleted.

30 **a. Purchase Exceeds Purchase Order**

31 If the amount of the purchase exceeds the amount requested in the purchase order, the  
 32 department supervisor must initiate a new requisition with the correct purchase amount.

33 **b. Requirements for Invoices**

34 All invoices provided must be originals. Handwritten invoices will not be accepted. If only  
35 a copy or duplicate of the invoice is available, the requestor must explain the absence of the original  
36 and verify that the original has not yet been paid. Invoices must include the following information:

- 37 1. Vendor name, address, and contact information
- 38 2. School district name, department/school, and address
- 39 3. Invoice date
- 40 4. Purchase order number (if applicable)
- 41 5. Detailed description of goods or services provided
- 42 6. Quantity, unit prices, and total amount of each item
- 43 7. Any applicable discounts or additional charges
- 44 8. Total invoice amount

45 Invoices must be matched with corresponding purchase orders. Discrepancies must be reported  
46 and resolved before invoice processing.

47 **Competitive Purchasing**

48 All purchases of goods or services for the school district are to be made pursuant to a competitive  
49 purchasing method to be determined by the total dollar amount of the purchase, as set forth below,  
50 unless a different purchasing procedure is required by state or federal law, the Tennessee  
51 Department of Education, a statutory exception, or other school board policy.

- 52 • Purchases \$0.01 to \$20,000.00- Purchaser should obtain at least 3 verbal quotes and  
53 complete the “Vendor Selection Form”
- 54 • Purchases \$20,000.00-\$49,999.00- Purchaser must obtain at least 3 written quotes from  
55 vendors and complete the “Vendor Selection Form”; if a contract is required, the contract  
56 will be added to the next Board meeting agenda for approval on the consent agenda
- 57 • Purchases over \$50,000.00 require purchasing through the competitive process or  
58 purchasing through a cooperative agreement; these purchases will require Board approval

59 The Finance Department recognizes the following situations which necessitate exceptions to the  
60 competitive solicitation process:

- 61 1. Sole source/single source purchases
- 62 2. Professional services
- 63 3. Emergency requests for goods and/or services

64 **Invitation to Bid**

65 Purchases \$50,000.00 or more must be made through a formal Invitation to Bid (ITB) or  
66 Request for Proposals (RFP). The district’s Purchasing Agent will help the end-user draft the ITB.  
67 The end-user should carefully review the instructions, terms, and conditions of the ITB.

68 **Overview of Invitation to Bid Process\***



\*Note, additional requirements may apply if ITB goods/services are funded by the City of Murfreesboro or if the request involves construction or building renovation.

69 ITBs and requests for proposals are required to be advertised to ensure that potential vendors have  
70 knowledge of the opportunity. The Finance Department advertises ITB/RFP opportunities in print  
71 and on the district website.

72 The due date/time stated in the ITB or RFP designates the bid “closing.” All responses shall be  
73 received and registered by the Purchasing Agent personnel prior to the stated date/time. Responses  
74 will be publicly opened in the presence of two or more district personnel. Responses received by  
75 the deadline indicated are read publicly at the date/time stated in the ITB document. Late responses  
76 will not be accepted and will be returned to the bidder unopened.

77 Responses are reviewed, including extensions to unit costs, and they are forwarded to the end user  
78 with the bid tabulation for award recommendation. For all purchases made through the ITB  
79 method, the award is made to the lowest responsive and responsible bidder. This means the bidder  
80 who submits the lowest price whose bid meets or exceeds the specifications, terms, and conditions,  
81 stated in the ITB. Therefore, the lowest responsible bidder may not always be the bidder who  
82 submits the lowest monetary bid. Murfreesboro City Schools reserves the right to accept that bid  
83 which, in its judgment, best serves the interests of the district, without regard to the same being  
84 the lowest bid. Murfreesboro City Schools also reserves the right to split the award if in the best  
85 interest of the Board.

*Legal References*

TCA 12-3-1203

Murfreesboro City Charter, Chapter 25 – Murfreesboro  
City School Board

Murfreesboro City Charter, Chapter 2, Article I, Section  
2-10 - Procurement Code



# Vendor Selection Form

This form may be used to document the selection of vendors for any school- or district-related purchases.

**Service/Item Description:** \_\_\_\_\_

**Purpose of Procurement:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If cost is less than \$20,000.00, record at least 3 verbal quotations below. If cost is more than \$20,000.00, record at least 3 written quotations below and attach copies of the written quotations to this form.

Vendor	Vendor Contact	Price	Quote Date

**Is a contract required for the purchase of goods/services?**  Yes  No

If yes, also attach contract. Note, if purchase is over \$20,000.00, the contract will be submitted for Board approval on the consent agenda of the meeting following the authorization of the purchase.

**Vendor Selected:** \_\_\_\_\_ **Price:** \_\_\_\_\_

**Method of Selection:**  Lowest price awarded  Bid Awarded on Other Criteria

If selection was based on criteria other than lowest bid, please provide brief explanation (e.g., feasibility, availability, quality, timeliness).

*This form should be completed and maintained for a period of three (3) years from the date of purchase of services/materials.*

The requestor's signature below certifies that the information included above is true and correct.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date