

**D-2450 © DJ
PURCHASING**

It is the policy of the Board that all District procurements provide for the fair and equitable treatment of all persons/businesses involved in public procurement and promote the efficient use of public funds and comply with the state and federal laws and regulations, including, but not limited to, the Procurement Code and the Governmental Conduct Act.

The Superintendent shall designate a Chief Procurement Officer (CPO) for the District who shall manage a central purchasing function pursuant to law, and shall promulgate District administrative procedures consistent with law and regulation. The procedures shall indicate requirements relative to bids, proposals and small purchases as they apply to the procurement of all materials, equipment and services.

Authority is granted to the CPO to award procurements totaling under \$20,000 (Sec. 13-1-125). Authority is also granted to the CPO to award procurements totaling more than \$20,000 and under \$60,000 that utilize a cooperative purchasing agreement. All procurements totaling \$60,000 and above shall require Board review and approval prior to the award.

Subsequent contract award amendments, which exceed ten percent (10%) of the original contract award, shall also be submitted to the Board for review and approval.

Change orders on construction contracts do not require prior approval of the Board if the dollar amount does not exceed the provision for contingencies within the contract. Change orders will, however, be reported to the Board at the next scheduled regular Board meeting.

An agreement that is made by any Alamogordo Public School's (APS) employee or Board member who lacks the authority to enter into the agreement on behalf of APS shall not be binding upon APS. Any contract entered into by an APS employee outside the provisions of this policy shall be of no effect and void. Any APS employee who purchases or causes to be purchased goods or services outside the provisions of this policy and its implementing regulations may be deemed personally liable for the cost thereof and may be subject to appropriate disciplinary action up to and including termination.

Adopted: March 14, 2012

Amended: November 14, 2018

LEGAL REF.: 13-1-28 NMSA
6.20.2.17 NMAC