

## **I. PURPOSE**

The purpose of this regulation is to establish the principles and responsibilities to be used in making purchases on behalf of Athlos Academy of Jefferson Parish for goods and services.

## **II. POLICY**

### **A. Purchasing Principles**

1. The Lead School Administrator or designee may establish purchasing principles which shall be published. The principles shall be adopted based on the following values:
  - a. All school purchases shall seek the highest quality of goods or services available.
  - b. Purchases shall consider the level of customer service provided by the vendor, or the experience of the service provider.
  - c. All school purchases of goods shall consider the provision and quality of warranties.
  - d. All school purchases of goods shall consider the availability of rebate programs from the vendor.
  - e. All school purchases of goods or services shall consider the overall cost savings offered by a vendor. Placing a vendor on an authorized list does not guarantee that all items offered by the vendor are the lowest price, but that based on the school's total spend with such a vendor, the chosen vendor has the best possibility of saving money for the district.
  - f. All purchases of goods and services shall consider the advantage of improving the school's ability to do business with diverse vendors or providers, and the ability to engage the local community in doing business with Athlos Academy of Jefferson Parish. Diversity of subcontractors and suppliers shall be considered under this value as well.
  - g. All purchasing decisions shall consider the sustainability of the purchasing choice.
  - h. All purchasing decisions shall determine whether a partnership program is available through the vendor or supplier.
2. All purchasing procedures shall conform to and abide by the city ordinances, state statutes, legal counsel of the school, and school affirmative action policies, including Louisiana Public Bid Law and Louisiana Procurement Code.

3. No employee, officer or agent of the Governing Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved.
4. The Governing Board's employees shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
5. If equipment, materials or supplies are available from a State of Louisiana Contract, the Director of School Finance and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.
6. Purchases that do not adhere to the school purchasing principles or made in contravention to school purchasing policies:
  - a. May not be approved;
  - b. May not be paid for by school funds; or
  - c. The school may seek reimbursement from the employee who made the purchase.

### B. Purchasing Procedures

1. Athlos Academy of Jefferson Parish shall establish and publish standard purchasing procedures.
2. The Lead School Administrator has authorized that some purchases may be allowed by using a school authorized purchase card program. School policy shall establish the rules for approved purchases for this program, and provide training to persons authorized to participate in the program.
3. Persons authorized to purchase goods and services shall use the school's established authorized vendors, if established, unless otherwise agreed to with the Lead School Administrator. Purchasers shall contact the Lead School Administrator prior to making purchases or entering requisitions to request a variance from the authorized vendor program if the purchaser wants to use another vendor.

### C. Responsibility

1. All Athlos Academy of Jefferson Parish employees charged with making purchases of goods and services on behalf of the school shall follow school procedures and all applicable law and school policies for such purchases. Willful failure to do so may result in disciplinary action up to and including termination of employment.
2. The Lead School Administrator or designee shall provide necessary training on purchasing procedures, programs and district purchasing policies and regulations to employees.

3. All Athlos Academy of Jefferson Parish employees charged with using the purchasing programs of the school shall participate in the minimum required training prior to being granted access to the purchasing programs

**Legal References:**

[LA. R.S. 38:2211 et. seq.](#) (*Letting Contracts*)

[LA. R.S. 39:1551 et. seq.](#) (*Louisiana Procurement Code*)