



Section B. Number 10. Competitive Bid Process

The purchase of supplies, materials, equipment and services paid for from academy funds shall be made in accordance with all applicable Federal and State statutes, board policies, and administrative procedures. All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative regulations and best practices. The superintendent shall implement purchasing procedures in accordance with this policy. The academy shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (R3323). Purchases of supplies, materials, equipment and services (only to the extent services will be paid for with Federal funds) shall be based upon bids and/or quotations received from vendors in response to specifications established by the district and provided to potential vendors. Bids shall be evaluated based upon the price, quality, past performance of the vendor and reliability of the item or items identified in each bid and/or quotation that is compliant with the district's specifications. Vendor references or prior experience with this or other districts may be considered. A competitive bid or quotation for purchasing, which includes services if those services will be paid for with Federal funds, shall be obtained in the event the cost of the purchase of an item or group of items in a single transaction exceeds the annually established threshold as calculated by the Michigan Department of Education and reported to school districts in accordance with Section 1274 of the State of Michigan Revised School Code. Such purchases must be approved by the board of education. Any item or group of items to be purchased from non-Federal funds, in a single transaction costing less than the annually established threshold as calculated by the Michigan Department of Education amount may be purchased with or without a competitive bid or quote. Any item or group of items, including services, to be purchased with Federal funds, in a single transaction costing less than the amount established in 41 U.S. Code Section 1902(a)(2)(A), may be purchased with or without a competitive bid or quote.

Section B. Number 11. Travel Expenses

1. Each employee or board member will complete an expense voucher for any travel on school business. The voucher should include all expenses including credit card charges; it will reflect reimbursement sources other than FLA.
2. Mileage to and from an employee's residence will not be paid by FLA.
3. Expense vouchers must be submitted within 60 days of incurring the expense in order to be eligible for reimbursement. Vouchers must include a total, be signed by the employee and be authorized for payment by the employee's supervisor.