

## Operational Services

### Exhibit - Internal Procedures for Procurement Transactions

Actor	Action
Staff Member	Identifies a procurement need and makes a written request to the appropriate department head and/or Building Principal.
Building Principal, appropriate department head or designee	Evaluates the staff member’s request by conducting a needs analysis, determining a funding source, and determining if the request should be sent to the Business Manager and/or designee for further analysis. <b>Note:</b> The Principal’s procurement role likely varies based upon each district and type of expense.
Business Manager and/or designee	Upon request of the Building Principal, conducts further analysis of the staff member’s request in order to verify information and determine if funds are available. Provides the Building Principal with results of further analysis.
Building Principal, appropriate department head or designee	Provides the Superintendent and/or designee with the staff member’s written procurement request, his/her analysis of the staff member’s request, and, if applicable, any further analysis conducted by the Business Manager and/or designee.
Superintendent and/or designee	<p>Reviews the staff member’s request and analyses of same; evaluates the educational value of procurement requested. The Superintendent and/or designee may then:</p> <ul style="list-style-type: none"> <li>• Approve the procurement request if it is below the amount set by the School Board and/or State law (105 ILCS 5/10-20.21);</li> <li>• Deny the procurement request; or</li> <li>• If the procurement request amount exceeds the Superintendent’s authority, seek Board permission for procurement. See policy 4:60, <i>Purchases and Contracts</i>, for the amount designated by the Board.</li> </ul> <p>When presenting a contract or purchase for Board approval, the Superintendent and/or designee shall ensure it complies with applicable State and federal law, consulting with the Board Attorney as needed. See policies 4:60, <i>Purchases and Contracts</i> and 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i>.</p>

<b>Actor</b>	<b>Action</b>
School Board	<p>Considers any procurement requests submitted by the Superintendent and/or designee.</p> <p>Considers any contract requests submitted by the Superintendent and/or designee.</p>
Superintendent and/or designee	Identifies appropriate method of procurement and ensures appropriate method is followed.