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3100 FISCAL MANAGEMENT AND GOALS AND OBJECTIVES

The Board of Education recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedure.
2. To explore all practical and legal sources of income.
3. To guide the expenditures of funds to achieve the greatest educational returns.
4. To require maximum efficiency in accounting and reporting procedures.

As Trustee of community, state and federal funds allocated for use in local education, the Board of Education has the responsibility to protect the funds and use them wisely.

3110 PREPARATION OF THE BUDGET DOCUMENT

References:

Utah Code Annotated 53-20-1

1. The Superintendent of each school district is the budget officer of the district.
2. Prior to June 1 of each year, the Superintendent prepares and presents to the local board a tentative budget. The tentative budget and supporting documents shall include the following items:
 - 2.1 the revenues and expenditures of the preceding fiscal year;
 - 2.2 the estimated revenues and expenditures of the current fiscal year;
 - 2.3 an estimate of the revenues for the succeeding fiscal year based upon the lowest tax levy which will raise the required revenue. The current year's assessed valuation is used as the basis for this calculation;
 - 2.4 a detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year; and
 - 2.5 the estimated financial condition of the district by funds at the close of the current fiscal year.
3. The tentative budget is filed with the district business administrator for public inspection at least 15 days to the date of its proposed adoption by the local board.

3111 TENTATIVE BUDGET

References:

Utah Code Annotated 53-20-1

On or before June 1 of each year, the Superintendent, acting as budget officer, shall prepare and present to the Board of Education a tentative budget for the next fiscal year.

3120 BUDGET ADOPTION CALENDAR

If the proposed District budget exceeds the certified tax rate, the following dates must be met:

1. By March 1 Notify the county commission of the date, time and place of its tax rate hearing and budget hearing.
2. On or before June 15 Adopt a tentative budget for the forthcoming year (59-5-6(3)) and adopt a proposed tax rate. (59-9-7)

Notify the county auditor of the tax rate, including the proposal to exceed the certified tax rate. (59-5-6(3))
3. Two weeks prior to Advertise the intent to set the Budget Adoption budget and also the intent to (7/1-8/1)exceeds the certified tax rate. 59-9-14) The advertisement will show the date, time, and place of the tax rate hearing and of the budget hearing. (The hearings may be held jointly.) (59-9-15(1))
4. At least 10 days Hold a public hearing on the later (7/10-8/10) proposed tax rate, then pass a motion to levy the rate. (59-9-15(3))

Hold a public hearing on its budget for the forthcoming year, then adopt the budget.
5. Before August 10 Forward the tax rate resolution to the county auditor. (59-9-10)
6. By August 15 Submit the Uniform Budget Report (Form F-16) to the Utah State Office of Education.

If the District does not exceed the certified tax rate:

1. By March 1 Notify the county commission of the date, time, and place of its (7/10-8/10) tax rate hearing and budget hearing. (59-9-15(5))
2. On or before June 1 Determine that it will not exceed the certified tax rate, notify the county auditor, cancel the previously scheduled hearing, and schedule a June hearing.
3. Before June 1 Superintendent shall submit a tentative budget to the Board of Education. (53-20-1(2))
4. Before June 15 Hold a meeting in which the Board shall adopt the budget for the upcoming fiscal year. (53-20-2(1))
5. By July 15 Submit the Uniform Budget Report (Form F-16) to the Utah State Office of Education.

3121 AMENDMENT OF THE BUDGET

References:

Utah Code Annotated 53-20-2.5

Any budget appropriation may be changed by action of the Board of Education at a regular meeting.

1. The Board of Education may reduce a budget appropriation at a regular meeting if notice of the proposed action is given to all board members and the Superintendent at least one week prior to the meeting.
2. An increase in an appropriation may not be made by the Board unless the following steps are taken:
 - 2.1 the Board receives a written request from the Superintendent which sets forth the reasons which necessitate the proposed increase;
 - 2.2 notice of the request is published in a newspaper of general circulation within the school district at least one week prior to the board meeting at which the request will be considered; and
 - 2.3 the Board holds a public hearing on the request prior to the Board's acting on the request.

3130 INVESTMENT POLICY

1. The purpose of this policy is to secure the maximum public benefit from the deposit and investment of district funds.
2. Weber School District shall follow the Money Management Act cited in Utah Code 51-7.
3. Weber School District shall invest its funds in a fiscally prudent manner. The following priorities shall be followed: safety of principal, cash flow, liquidity, and then yield.
4. The district shall allocate interest earnings or losses as they are realized, not less than annually.
 1. Maturity of investments in operating funds which are invested shall be scheduled so that the maturity date of the investment does not exceed the anticipated date of the expenditure of the funds.
5. The District Business Administrator shall have final responsibility of the individual investments of the district as long as it is in keeping within board policy.
6. Financial reports no less than quarterly shall be made to the Weber Board of Education indicating the interest earnings to date.

Approved by the Board 10/6/2021

3200 ACCOUNTING SYSTEM

The Business Administrator shall provide for and recommend a system of accounts for use by the School District which conforms with the principles, practices, and codes as established by the Federal Government and State Department of Education.

3210 FINANCIAL STATEMENTS AND REPORTS

References:

Utah Code Annotated 53-20-5

The Board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such statement will reflect obligations incurred as well as those already paid. Such other financial records as may be determined necessary by either the Board or the administration shall be presented periodically.

3220 THE CONDUCT OF AN INDEPENDENT FINANCIAL AUDIT

The financial books and accounts of the district shall be audited annually by an independent certified public accounting firm, in conformance with prescribed standards and legal requirements. The appointment of an independent auditor by the Board of Education will be open to any qualified certified public accounting firm.

The initial selection of an auditor will be completed by the following process:

1. A Request For Proposal (RFP) will be solicited by the District Purchasing Department in conformance with applicable laws and regulations. This RFP will include all necessary specifications as determined by the Board of Education's Audit Committee and district staff including determining the qualifications of the prospective auditing firm and proposed cost.
2. The Audit Committee will review all RFP's received by the Purchasing Department and determine the three best proposals. These three firms will then be interviewed by the Board of Education for final selection. The technical ability and qualifications of the auditing firms considered for appointment would be determined as 70% of the selection criteria. The proposed cost of the audit would determine the other 30% of the selection criteria.

Auditor appointments will generally be for a four year period with the annual fee for each of the four years determined at the time of appointment. Annual fee increases in the three remaining years may be allowed in an amount not to exceed each year's inflation rate according to standard practice. Any increased fees for inflation or additional audit work required by new state or federal regulations may be approved by the Superintendent and Business Administrator. If the auditing firm does not agree with the fee proposed by the district administration, any additional fee would be presented to the Board of Education for their approval.

The Audit Committee will review the conduct of each annual audit and may recommend the new appointment of another auditor if they determine that an annual audit was not conducted in an acceptable manner. The new appointment would be conducted through the RFP process.

The Audit Committee may also recommend to the Board of Education the reappointment of an auditor for a subsequent four years. An RFP process must be solicited after the end of a second 4 year appointment.

The District Business Administrator shall be responsible for filing copies of the independent audit report with the proper authorities as prescribed by law.

Approved by the Board 11/1990

3230 SCHOOL ACTIVITY FUNDS

Any secondary school student group participating in a school-approved or sponsored activity may establish a fund within the financial structure of the secondary school of which it is a part. All such funds shall conform with regulations related thereto and shall be audited at least annually.

The Board recognizes the need for uniformity and clarity on school activity financial accounting issues. All secondary staff and administrators are to follow the “Secondary Financial Procedures Manual.” All elementary staff and administrators are to follow the “Elementary Financial Procedures Manual.” The administration may change these manuals from time to time as necessary. When these manuals are updated, copies will be made available to the Board.

Approved by the Board 11/06/2013

3240 DISPOSAL OF SCHOOL PROPERTY

References:

Utah Code Annotated 53-6-20

Sale of Real Property

Whenever the Board of Education determines that any real property belonging to the Weber School District is no longer needed or necessary for the best interests of the District, such property shall be sold in accordance with the statutes of the State of Utah.

Sale of Non Personal Property

Whenever the Board of Education determines that non personal property belonging to the Weber School District is no longer needed or necessary for school purposes, the property will be sold in accordance with the statutes of the State of Utah.

Real property shall be sold only upon the affirmative vote of at least two-thirds of all members of the Board.

3250 ACCEPTANCE OF GIFTS

References:

Utah Code Annotated 53-2-32

Utah Code 51-7-3(26)

Title IX

Article X of the Utah Constitution

Utah Code 63G-6a

IRS Publication 526 “Charitable Contributions”

The Board of Education may accept gifts or bequests of money or property for purposes deemed suitable by the Board.

The Superintendent shall set up criteria to be met in the acceptance of gifts, donations, sponsorships, and bequests. (Legal Reference: Utah Code Annotated 53-2-32).

Donations, Gifts and Sponsorships Policy

1. “Public funds” are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Weber School District (Utah Code 51-7-3(26)). All monies received through donations, gifts, or sponsorships are considered public funds.
2. All funds, property, or goods donated become public funds and the property of Weber School District, and should be used for the purpose for which they were donated and in accordance with State and District policies.
3. Weber School District recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. Weber School District is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.
4. Weber School District is committed to principles of gender equity and compliance with Title IX guidance. Weber School District commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. Weber School District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
5. **Donors are encouraged to donate directly to the Weber School District Foundation**, if applicable, for tax purposes. The donation or gift shall follow the Foundation’s policies and procedures.
6. Weber School District and individual schools will comply with applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 “Charitable Contributions”; and other applicable IRS regulations.
7. The collection of funds or assets associated with donations, gifts or sponsorships will comply with Weber School District’s cash receipting policies. The expenditure of any

- public funds associated with donations, gifts, or sponsorships will comply with the Weber School District's cash disbursement policies.
8. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of Weber School District upon delivery.
 9. District employees may not direct operating expenditures to outside funding sources to avoid Weber School District procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.)
 10. Weber School District employees must comply with district procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.
 11. Donations and gifts should be accounted for at an individual contribution level.
 12. Donations, gifts, and sponsorships shall be directed to the District, District program(s), school, or school program(s). Donations, gifts, and sponsorships shall not be directed at specific district employees, individual students, vendors, or brand name goods or services.
 13. Donated funds shall not compensate district employees, directly or indirectly.
 14. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the Foundation or the business administrator.
 15. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.
 16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or district employees, shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. Weber School District employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
 17. Donations or gifts over \$250 will be provided with an acknowledgement of the contribution for IRS purposes. The acknowledgement will be in the form of a receipt issued by the Foundation or business administrator.

Approved by the Board 11/06/2013

3260 DISTRICT BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT

It is the policy of the District that business travel must be approved in advance by an appropriate supervisor, Assistant Superintendent or the Superintendent as outlined below. Employees traveling on District business are representatives of the District and are expected to maintain a high level of professionalism and follow all of the District's policies.

Employee expenses for approved travel including Administrative Professional Development funds will be paid or reimbursed when properly documented by the employee and submitted to and approved two weeks in advance by the appropriate supervisor and District Finance Office personnel.

Employees who know or anticipate that they will have a special or unusual request for travel expense reimbursement should seek approval before the expense is incurred.

1. Mileage Reimbursement for Use of Employee's Personal Automobile
 - 1.1 District employees are not permitted under any circumstances to operate a district or personal vehicle for district business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication or intoxication.
 - 1.2 Employees who use their personal vehicle for approved District business purposes will receive a mileage allowance as negotiated by their respective employee group or approved in the annual District budget by the Board of Education. Documentation including purpose and number of miles driven for employee use of their personal vehicle must be submitted monthly to and approved by the appropriate supervisor and District Finance Office personnel for reimbursement. The mileage allowance is to compensate the employee for the costs of operating their personal vehicle including gasoline, oil, depreciation and insurance.
 - 1.3 Any negotiated travel allowance for a flat amount or reimbursement amount above the Internal Revenue Service optional mileage allowance will be reported on an employee's annual Internal Revenue For W-2 as taxable income. An employee may submit to the District Finance Office an accounting of the purpose and miles driven on District business purposes in lieu of reporting this allowance or a portion thereof as income to the Internal Revenue Service.

2. Travel Outside of the District

- 2.1 Employees may attend meetings, seminars, or conventions that will provide them with training for their current assignment or for acting in a position they hold with state or national associations affiliated with an employee's district assignment and responsibilities. All travel outside of the state must be approved by the Superintendent two weeks in advance of the travel date.
- 2.2 Under normal circumstances, employees should use the most expedient mode of transportation available and book the least expensive fares. They may stay at hotels offered under an organization's meeting or convention program or stay in other moderately priced hotels.
- 2.3 The employee will be reimbursed for out of pocket costs including airfare, hotel, car rental, parking and ground travel. In addition, a per diem reimbursement for meals, tips and other costs not to exceed the Federal continental United States per diem rate (see attached summary of selected cities) nearest to the area to which the employee is traveling will be reimbursed. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's person responsibility.
- 2.4 The district will reimburse an employee the lower of the airfare cost or the mileage rate amount if an employee chooses to use a personal vehicle to travel outside the district. A ground travel allowance that would allow the employee to be reimbursed for travel between the airport and hotel may be added to the lowest reimbursement amount. If travel is required to a location that does not have commercial airline service, the District will reimburse an employee for use of their personal vehicle with the approved mileage allowance.
- 2.5 Car rentals should be arranged with the Utah State Travel Office (telephone number 801- 5328-3103). Car rentals booked through this agency include insurance coverage which means that the employee traveling will not need to add rental companies insurance coverage costs when they sign the rental agreement. Additional insurance coverage added to rental contracts by employees while traveling on District business will not be reimbursed.
- 2.6 An employee may obtain a cash advance for approved District business travel by submitting a written request to the District Finance Office. Proper documentation of all actual expenses incurred by the employee except for the per diem allowance must be submitted to the District Finance Office within one month after the travel is completed. Any cash advance that is not properly documented must be repaid by the employee to the District and will be deducted from the employee's paycheck if not promptly repaid. The employee is responsible for any cash advance lost or stolen.

3. Travel Within the State

- 3.1 Any travel outside the District that does not require a District employee to leave the State of Utah must have the approval of the employee's immediate supervisor or, when appropriate, an Assistant Superintendent prior to the trip according to the guidelines in this section.
- 3.2 Travel that does not require an employee to stay overnight may be approved by the employee's immediate supervisor. The employee will only be reimbursed for the use of a personal vehicle and any registration costs for meetings, seminars or conventions.
- 3.3 Travel that does require an employee to stay overnight may be approved by the employee's immediate supervisor and an Assistant Superintendent.

Approved by the Board 06/17/1998

3300 PURCHASING

References:

R-33-3-401

The purchasing of all equipment, supplies and related services shall be made in compliance with the statutes of the State of Utah.

No purchase shall be made and no indebtedness shall be incurred by an officer or employee of any school district without the approval and order of the Board of Education of such district. The approval and order of the Board of Education may be satisfied in one or two methods: (1) The Board may approve in the school district budget an appropriation for identified purchases, and once these appropriations are approved in the budget, the individual purchases do not need to come back to the Board for approval when each purchase is made. (2) The Board may approve each individual purchase as it is made throughout the fiscal year of the school district.@
(Section 53A-3-405 Utah Code Annotated)

The Superintendent and the Purchasing Agent shall develop procedures outlining the purchase of goods and services in accordance with the policies of the Board of Education and in the best interest of the educational program of the school district. These procedures will comply with the Utah Procurement Code B Section 63-56 et.seq Utah Code Annotated and Title R33 et.seq Utah Administrative Rules.

In all procurement activities, agents of the Board of Education shall consider the interest of the school system and the betterment of its educational programs.

The District shall endeavor to obtain the greatest value of every tax dollar expended.

QUANTITY PURCHASING

Whenever possible, goods and services will be purchased in quantities which will result in obtaining discount prices.

LOCAL PURCHASING

Where price, quality and service are equal, preference will be given in awarding of bids or contracts to firms and individuals which maintain a place of business within the boundaries of the Weber School District.

REQUISITIONS

Properly authorized and approved requisitions shall be the only basis for initiating purchasing procedures where are not within the scope of contracts or provided by utilities.

QUALITY PURCHASING

All equipment supplies, and related services shall be of quality and design which will provide a maximum of service with a minimum of maintenance.

STATE CONTRACTS

Supplies, equipment, services and construction items available under State Contracts may be purchased when it is determined to be in the best interest of the District.

PROCUREMENT FILES

Bid files, purchase orders, requisitions and supportive documentation will be retained for a period of five (5) years according to State of Utah Archive Guidelines, at which time they will be properly disposed of.

SOLE SOURCE PROCUREMENT

Sole source procurement shall be used only if goods or services are reasonably available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Any request that the procurement be restricted to one potential contractor or vendor shall be made to the Purchasing Department and accompanied by an explanation why no other will be suitable or acceptable to meet the need. Competition shall be solicited through public advertisement. The Purchasing Agent shall make the determination as to whether the procurement shall be made as a sole source and shall conduct negotiations as appropriate, as to price, delivery and terms.

PROPERTY MANAGEMENT DISPOSAL OF PROPERTY

Disposal of all obsolete equipment and furniture shall be made in compliance with "Property Management" of the Utah Procurement Code and Weber School District established policies and procedures.

No district employee shall transfer, sell or trade in any property owned by the district without authorization of the Purchasing Department.

Insofar as feasible and practical, the Purchasing Department will transfer surplus property between schools. Transfer may also be made directly to other units of government, provided the property will be exclusively owned and used by one or more such units. The price of the property transferred to other units of government shall be transferred at the fair market price based, where possible, on previous sales of similar products in the open market and shall be one mutually agreed upon.

Surplus property shall be offered to the general public through competitive sealed bids, public sales, public auctions or on-site sales. On site sales shall have the approval of and will be held under the direction of the Purchasing Department. Sales shall be publicly advertised and follow the Utah State Procurement Code and Weber School District Procurement Policy.

Surplus property may be traded in when the procurement department determines the trade in value is expected to exceed the value estimated to be obtained through the sale of such property.

A proper record of transactions of all sales must be maintained by the district purchasing department for auditing purposes.

PURCHASING CARDS

The Weber School District Purchasing Card Program was established to provide a more efficient cost effective method of purchasing and payment for small dollar transactions. All cards shall be issued per the State Procurement Code and District Policies and Procedures.

Application for a Purchasing Card must be made through the Purchasing Department. The approval of the Site Supervisor, Site Administrator and the Program Administrator are required for the issue of any card. All prospective card holders will attend a training session and sign the Purchasing Card Agreement prior to receiving a Card. Card usage shall be audited on an ongoing basis by the Purchasing Department and on an annual basis by the District's Financial Auditors to ensure proper controls and procedures are followed.

Record Keeping is critical. District Finance and Purchasing Policies require retention of receipts, competitive price quotations, etc. Each department or location will maintain a copy of their billing statements, with attached documentation for all cardholders in their department or location. The number of Purchasing Cards issued by the Purchasing Department shall be determined and limited by the resources available to effectively administer and manage the cards.

Approved by the Board 10/6/2021

3310 BIDDING REQUIREMENTS AND PURCHASE LIMITS

A. School District Policy, as well as Utah State Law, imposes particular requirements for the different dollar amounts of purchases.

B. It is unlawful and a violation of District policy to intentionally structure a purchase to evade any of the thresholds set out in this policy, and such actions are subject to criminal penalties and District disciplinary action. Such unlawful actions typically would involve avoiding a threshold by dividing a procurement purchase into one or more smaller purchase, dividing an invoice or purchase order into two or more invoices or purchase orders, or making smaller purchases over a period of time. It is unlawful and a violation of District policy to intentionally split a purchase of similar items that would typically be purchased at the same time from the same vendor to avoid requiring competitive quotes. (Examples include splitting up the purchase of uniforms, club or athletic equipment, or textbook orders.) this includes dividing the purchases or invoices over a period of time or making separate purchases over a period of time. Caution should be exercised with using purchase cards and employees should not split purchases with such cards to stay under single purchase limits on purchase cards or the established purchasing thresholds. Additional purchases of the same type of item may be necessary if for example, it is determined after an order is placed or received that an insufficient quantity was ordered or that incorrect sizes were obtained. If additional purchases of the same item are necessary for these or other reasons, the employee initiating the purchase must provide a written explanation of the purpose of the purchase and justification as to why it is not considered splitting a purchase. This written explanation should be retained with the vendor invoice.

C. Purchase limits are as follows:

i. Small purchase – non-construction

1. Individual line item procurement threshold \$1,000
2. Single procurement aggregate threshold: \$5,000
3. Annual Cumulative (per vendor) threshold: \$50,000

ii. Purchase of line items costing over \$1,000 and less than \$5,000

1. Obtain two oral or written competitive quotes
2. Maintain a record of quotations for five (5) years to include the following:
 - a. Name of Company invited to quote
 - b. Name of person making the quotation for the company
 - c. Date quote was obtained
 - d. Price
 - e. Use the “Telephone Quote Form” to record the above information

- iii. Purchase of line items costing over \$5,000 and less than \$50,000
 - 1. Obtain three written quotations
 - 2. Use "Written Quotation" form
 - 3. Maintain documentation of quotation for five (5) yearsOR
 - 4. Submit specifications to the District Purchasing Department for written quotation
- iv. Purchase of vehicles
 - 1. All vehicle purchase must have Board of Education approval
- v. Purchase of items costing over \$50,000 shall be formally bid
 - 1. Submit specifications to the District Purchasing Department for formal bid process
 - 2. All purchases in excess of \$50,000 shall be formally bid in accordance with the Utah Procurement code.
 - 3. Must have Board of Education approval
- vi. Construction in Schools
 - 1. Any and all construction performed in the schools must be approved by the Assistant Superintendent of Schools responsible for Building and Grounds before work is started.

D. Formal Bid Procedures

- i. Specification Development
 - Specification for formal bidding shall be drafted by the school department appropriate director or supervisor and submitted to the Purchasing Department. Specification shall be drafted following the Utah Procurement Code with the objective of clearly describing the requirements and Encouraging competition.
- ii. All purchases in excess of \$50,000 shall be formally bid in accordance With the Utah Procurement Code. Those purchases in excess of \$50,000 shall be formally bid with public notice given in accordance with the Utah Procurement Code and District Policies and Procedures. All solicitations and advertisements to bid shall be issued from the Purchasing Department. The Purchasing Department shall coordinate the receipt opening review and award of all bids.

iii. Bid Files

1. Pre-Qualified Vendors

The Purchasing Department shall maintain a list of pre-qualified Vendors for the various categories of products and services purchased by the District. This list shall incorporate those who request to receive bids as well as those added through the Purchasing Department's effort to solicit all available sources. All schools or departments should refer prospective vendors to the Purchasing Department for inclusion in the bidder file.

2. Pending Bid File

A file shall be maintained in the Purchasing Department of all "Invitations to Bid" currently pending.

3. Completed Bid File

After the opening of bids, they become public information. A file shall be maintained retaining the bids, bid comparison sheets, other submittals, and rationale in award. These bids shall be made available for the public for a period of ninety (90) days after which time they will be archived for five (5) years.

Approved by the Board 10/6/2021

3320 PAYING FOR GOODS AND SERVICES

Prior to payment for goods and services, all items received as the result of written purchase orders, shall be examined and checked to insure that the vendor has complied with all terms and conditions which are specified in the purchase order.

Payment for goods and services shall be in accordance with the conditions of the purchase order contract and upon satisfactory evidence that the vendor has delivered the merchandise or that the service has been performed, as stipulated in the purchase order or agreement.

The Board of Education gives approval to the Business Administrator to issue checks for payment of goods and services for items purchased that are within the approved limits of the Weber District Procurement Policy without previous Board approval. All such payments will be itemized and presented each Board Meeting.

Vendor's inquiries and invoices for payment are to be promptly processed by school district staff. Procedures for processing vendor payments during the summer months when school staffs are reduced will be reviewed periodically by district office and school staffs and changed when needed to provide prompt payment.

Approved by the Board 06/1999

3340 POLICY ON ACCOUNTS PAYABLE

References:

State Law 53-6-18

The Board of Education gives approval to the Superintendent to issue checks for payment of goods and services for items purchased that are within the approved limits of the Weber District Procurement Policy without previous Board approval. All such payments will be itemized and presented each Board meeting with the regular claims.

"No purchase shall be made and no indebtedness shall be incurred by any officer or employee of any school district without the approval and order of the Board of Education of such district. The approval and order of the Board of Education may be satisfied in one of two methods: (1) The Board may approve in the school district budget an appropriation for identified purchases, and once these appropriations are approved in the budget the individual purchases do not need to come back to the Board of approval when each purchase is made. (2) The Board may approve each individual purchase as it is made throughout the fiscal year of the school district.

Each local school district Board of Education may choose to approve purchases through either one of the two methods described, or through a combination of both methods."

3350 SERVICE CALLS AND DEMONSTRATIONS

Sales persons are not permitted to call on teachers or other school staff members without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

The Weber School District reserves the right to determine when and how representatives of vendors are received by its employees; however, in all instances, vendor representatives are to be treated with courtesy and fairness.

3360 DISTRICT REAL ESTATE REPRESENTATIVE

The District may engage a real estate agent to sell real property designated by the Board of Education as surplus and/or negotiate on behalf of the Board for new sites. The appointment of a real estate agent will be open to full-time licensed agents or brokers with preference given to those agents residing within the District's boundaries. The appointment of a realtor to represent the District will take place in the following manner:

1. A request for proposals (RFP) will be solicited by the District Purchasing Department in compliance with applicable laws and regulations. This RFP will include all necessary specifications and qualifications.
2. Proposals will be screened by the Board of Education or a committee appointed by the Board. Final selection will be made by the Board with the appointment made at a regularly scheduled meeting of the Board.

Appointment of an agent will be for a four year period. Individual property listings may be for a shorter duration. The appointment may be renewed for another four year period after a satisfactory review by the Board in a scheduled meeting of the Board. A new RFP process must be initiated at the end of the second four year appointment. Realtor commissions will be negotiated prior to each listing of a specific property.

The Board of Education may complete periodic reviews of the appointed agent and may terminate any appointment for cause after giving a 10-day notice to the agent. In this circumstance, any individual property listing contracts would continue in force until the established contract period expires.

An appointment will automatically terminate if the agent loses their license or leaves full time real estate activities.

Approved by the Board 03/18/1998