

**NORTHWEST TECHNOLOGY CENTER
2025-2026 POLICY MANUAL
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PROCUREMENT / PURCHASING AND DISTRIBUTION

It is the policy of the board of education that purchasing and distribution shall be under the supervision of the superintendent. The board authorizes the superintendent or designated representative to approve expenditures and issue purchase orders within the authorized limits established by this policy.

Purchasing procedures shall adhere to all applicable laws of the State of Oklahoma.

Where feasible, consideration will be given to vendors within the district.

All purchases must be made with a purchase order. Before a purchase of goods or services is completed, a purchase order must be issued. Any employee who acquires goods or services without the approval of the board of education or the issuance of a purchase order may be personally obligated to pay for such goods or services, without reimbursement from the district.

All purchases should reflect an effort to find the lowest possible price taking into account the relative quality of the goods or services being purchased.

When submitting a purchase request for goods or services with an anticipated cost greater than \$10,000, the purchase requester must obtain at least two written quotes. Quotes must be documented in the description section of the requisition when submitted for approval. If the lowest quote is not chosen the reason must be documented on the requisition request.

When an invoice(s) exceeds the encumbered amount(s) of purchase order approved by the board of education by the greater of five percent (5%) or two hundred fifty dollars (\$250), it must be resubmitted to the board of education prior to payment. Normal freight charges are excluded from the provisions of this policy.

The following types of purchases are excluded from the requirement to solicit competitive quotations:

1. **Governmental Contract Purchases:** Products that are available to the district at prices established for governmental entities through a competitive purchasing process. Examples are items on a CSA or Oklahoma State Contract, University of Oklahoma purchasing contract, etc. This district is not obligated to purchase from such a contract.
2. **Sole Source Purchases:** When only one supplier is available within the region for the product which meets the specifications required, that supplier is deemed to be "sole source." The "region" is normally defined as the State of Oklahoma, unless the manufacturer has identified more restrictive marketing regions. In the event of a sole source purchase, an affidavit from the vendor affirming its sole source status shall be on file prior to the issuance of a purchase order.

3. Textbook/Publisher Purchases: Purchases from publishers or textbooks or related curriculum products (including video/audio tapes and software).
4. Professional, Technical & Personal Services Contracts: These contracts may include, but are not limited to attorneys, auditors, architects, engineers, construction managers, municipal advisors, testing and evaluation services, insurances, consulting services, internet/WAN services, etc.
5. Blanket Purchase Orders: For administrative expediency, a blanket purchase order may be initiated to cover frequent purchases, which individually would not require competitive quotations. These purchase orders are typically assigned to a department for purchasing over the period of a year. These purchase orders are included on the monthly encumbrance list for board of education approval and do not require specific listing on the board agenda. In no case, may a blanket purchase order be used to circumvent established purchasing policies.
6. Compatible Product Purchases: Purchases that require compatibility with existing products or systems in a given application. This typically justifies declaring a "single product," but not necessarily a "sole source."
7. Other Purchases as the Board Deems Appropriate: Purchases that the board of education determines, due to specific circumstances, are in the best interest of the district not to solicit competitive quotations.

The board grants the superintendent the authority to approve payment of an invoice not to exceed \$5,000 for an item(s) purchased from a properly issued purchase order prior to board approval of said purchase order. Payment may only be authorized if the invoice due date is prior to the next regular or special board meeting and the non-payment would result in a service charge.

Bids

No contract involving an expenditure of more than \$100,000 (or any construction management trade contract or subcontract exceeding \$50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the "Act"). The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the district's regularly employed staff to provide necessary labor. No such contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act.

Promotion of the District

In furtherance of the District's mission and goals, the Superintendent is authorized to purchase food and/or beverages to serve at meetings, conference, banquets, or other events which promote the services offered by the district.

District Owned Credit Cards and Purchase Cards

District-owned credit cards and purchase cards will be maintained by the Superintendent and/or designee (s) and shall be used for specific purposes to assist in the procurement of goods and services for the district.

E-Rate Procurement

In selecting service providers for all eligible goods and/or services for which Universal Service fund (E-Rate support will be requested by the Administration/designee. All requests/awards will comply with applicable state and local procurement processes included in its documented policies and procedures for e-rate.

Public Construction Contracts over \$10,000 but under \$100,000 may be awarded on the basis of written quotes to the lowest responsible qualified contractor. Public Construction Contracts for less than \$10,000 (or less than \$25,000 for minor maintenance and repair) may be negotiated with a qualified contractor.

Reference: OKLA. STAT. tit. 61 § 103;
OKLA. STAT. tit. 70 § 9-109

