

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3311

### PURCHASING AUTHORITY

- I. District representatives designated responsibility under this regulation for purchases of all equipment, supplies, and related services shall ensure such purchases are in compliance with Federal Law, Nevada Revised Statutes and District regulations, and are in accordance with interpretations of such statutes issued by authorized legal counsel. Purchasing practices shall be followed that will provide quality goods and services at competitive prices and in a timely manner.
  - A. The Clark County School District will promote open and fair procurement practices. In serving the community, the District desires to create an environment in its procurement and contracting practices which is representative of the entire community it serves. Therefore, the District encourages the participation of minority, women-owned, and disadvantaged businesses in all of the District's purchasing and contracting activities.
  - B. The Chief Operating Officer is the authorized representative in all procurement matters pertaining to or proposed for the purchase of supplies, equipment, and services.
  - C. The Chief Financial Officer is the authorized representative in all matters pertaining to the lease of equipment, vehicles, and other non-real estate items.
  - D. The Chief of Facilities, is the authorized representative for construction change orders not to cumulatively exceed three percent of the original contract for new construction and not to cumulatively exceed five percent of the original contract for replacement, modernization, and additions. The Chief of Facilities is the authorized representative in all matters pertaining to maintenance, and/or repair of facilities, grounds, pavements, utilities, rights-of-way, easements, memorandums of agreement, and leasing of buildings or property needed for the education or administrative functions of the District.
  - E. The Chief Operating Officer, the Chief Financial Officer, and the Chief of Facilities, may delegate their authority as authorized representative of the Board in the above procurement and contract matters; however, such delegation must be in writing, and such delegation shall not abrogate their responsibilities as the authorized representatives of the Board.

- F. Each individual school principal is designated as the authorized representative in all procurement matters relating to school-generated and student-generated funds, and further directs that they follow all Nevada Revised Statutes and District policies and regulations as applicable. All school contracts, agreements, and memorandums of understanding (MOUs) must be reviewed by the Office of the General Counsel before school principals sign and enter into agreements.

Legal Reference:	NRS Chapter 332 Purchasing: Local Governments
Review Responsibility:	Operational Services Unit
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