

Financial Affairs
Richard H. Hinds, Chief Financial Officer

**SUBJECT: PROPOSED AMENDMENT OF SCHOOL BOARD RULE: INITIAL READING
6Gx13- 3C-1.091, PURCHASE REQUISITIONS**

The Procurement Credit Card Program threshold is \$750. Therefore, this Board rule needs to be revised in order to mirror this threshold, for purchase requisitions, to comply with established procedures.

Attached are the Notice of Intended Action and the rule proposed for amendment. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the amendment of School Board Rule 6Gx13- 3C-1.091, Purchase Requisitions.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend School Board Rule 6Gx13- 3C-1.091, Purchase Requisitions.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 10, 2002, its intention to amend Board Rule 6Gx13- 3C-1.091, Purchase Requisitions, at its meeting of August 21, 2002.

PURPOSE AND EFFECT: The amendment to the School Board Rule will revise the threshold for purchase requisitions to comply with established procedures of the Procurement Credit Card Program.

SUMMARY: The rule as amended will revise the threshold for purchase requisitions as established by Florida Statutes and State Board of Education rules.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(22) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 237.02 F.S.; 6A-1.012 (8) FAC.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 21, 2002, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by August 5, 2002, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action, will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Dr. Rose Barefield-Cox
Supervisor: Dr. Richard H. Hinds
Date: June 26, 2002

Non-salaried Expenditures**PURCHASE REQUISITIONS**

Good purchasing procedures require that ~~the several~~ schools, departments, and agencies of the Miami-Dade County school system initiate a purchase requisition, properly executed, which will contain authorized signatures of the originating administrator and principal or department or agency head, for the purchase of any and all items desired, except where small purchases, transactions not in excess of ~~\$100.00~~ \$750.00 per requisition, and market difficulties, make the cost of some purchases in this manner economically unsound. In those instances, administrative directives or operating manuals may be issued, when deemed necessary, containing the procedures to economically perform the purchasing function within the controls required and authority provided by Florida Statute, State Florida Board of Education Administrative Rules and School Board Rules.

Specific Authority: 230.22(2); 230.23(22) F.S.

Law Implemented, Interpreted, or Made Specific: 237.02 F.S.; 6A-1.012(8) FAC

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 8-19-87; 1-10-90

Technical Change: 5-1-98