

PURCHASING PROCESS

3015

- 1. The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economic purchasing is the degree to which the appropriate items are provided in the right quantity, place, time and at the right price.
- 2. The Board of Education instructs the administration to establish and maintain a purchasing procedure which will meet these goals.
- 3. The District Administrator shall be authorized to make all purchases within the limits of the budget as established by the Board, subject to Board review of non-specified budget items.
- 4. Competitive bids or quotations shall be solicited as deemed appropriate by administration and/or the Board. All requests for such quotations shall be received by the administration. The District reserves the right to reject any and all bids or quotations and to approve the bidder quotation which is in the best interest of the District.
- 5. The Board shall consider for approval all bills and claims, including salaries.
- 6. No Board member, officer, or employee of the District, or their immediate families shall accept anything of value from any supplier of materials, equipment, supplies or services to the District under circumstances which suggest that the item of value was offered for the purpose of securing a concession from the District.
- 7. No Board member, officer, or employee of the School District shall use District purchasing power and procedures to purchase goods or services for his/her personal use.
- 8. Petty cash funds may be established in an amount not to exceed \$100.00 at any one time. These funds shall be used for payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Funds will be replenished by the District office upon receipt of properly itemized expenditures.
- 9. Any purchases not handled in the proper manner through a purchase order may become the personal liability of the purchaser.

Legal References: Wisconsin Statutes 62.15
 66.0601(2)
 120.10(15)
 120.13
 175.10
 Chapter 19, Sub. III 946.10
 Chapter 19, Sub. III 946.13

Cross References: #3015.A, Purchasing Procedures

Adopted: 5-12-82
 Revised: 1-21-98
 Revised: 2-15-06

PURCHASING PROCEDURES

3015.A

The Board of Education authorizes the District Administrator to purchase and/or supervise the purchasing of all materials, goods, services, and supplies for the school system in accordance with applicable state and federal laws and sound purchasing practices subject to the following provisions:

1. Budget appropriations are adequate to cover obligations;
2. All purchases of materials, equipment or supplies and all public work contracts greater than \$15,000 are made on the basis of competitive bids or quotations;
3. Contracts are to the lowest responsible vendor complying with specifications and with other stipulated conditions of purchase unless the Board deems another bid/vendor more suited towards the needs of the District;
4. Purchases not amounting to \$15,000 are authorized by the District Administrator based on his/her knowledge of existing market conditions;
5. The engagement of providers of professional services (attorneys, auditors, architects, etc.) are made on the basis of the level of service desired, qualifications, cost, expertise, experience, and other relevant factors;
6. Construction/maintenance projects, change orders or other changes are made within the total budget for the project may not exceed \$20,000 per item amount with notification to the Board at the next regular Board meeting.