

## PURCHASING

No. 672

(A) 11/13/06

(R) 10-12-15

The Board of Education authorizes the superintendent and business manager to purchase and supervise the purchasing of all materials, goods, services, supplies and equipment for the District in accordance with state law and policy guidelines. All purchases shall be made at the best price available giving consideration to quality, conformity to developed specifications, and suitability to the requirements of the educational system and delivery terms.

### I. General Guidelines

- A. Except as otherwise provided by Board policy all purchases of all materials, goods, services, supplies and equipment for which the District will be responsible for payment must be on official purchase orders, properly signed and executed. Credit cards may be used under the procedures established by the business manager. Staff may directly purchase goods and equipment under the procedures established by the business manager.
- B. Given equality of service, quality, delivery and price, the District shall purchase, whenever possible, from local suppliers and services. The employee shall not feel bound to purchase any item locally that can be secured at a savings from outside services.
- C. **Competitive Bid Process:** The district shall secure bids for purchasing whenever possible for supply items including the following guidelines.
  1. Bids shall be maintained by the business manager until completion of the current year audit or otherwise applicable.
  2. The District shall have discretion in determining the responsibility of the bidders and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met. The district may also consider available services and delivery in determining the successful bidder.
  3. The district reserves the right to accept or reject any bid which it feels is in the best interest of the district, and delegates this authority to those responsible for the purchases.
- D. **Capital Objects Purchasing:** Any capital object that exceeds \$5000.00 will not be approved until given an initial approval by the Superintendent.
  1. To secure the best possible pricing, informal quotations may be secured in the purchasing of any capital object costing less than \$500.00.

2. No purchase shall be made for any capital objects costing \$501.00 or more unless competitive bids, proposals or quotations are obtained for those items.
- E. Use of "Resale" account within the District budget shall not be used as competition for area businesses.
- F. Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds must be available in said accounts, or line item transfer approval must be given.
- G. Purchasing for resale to individuals/organizations: Under no circumstances may the school district purchase items for resale to school district staff or other individuals or organizations for personal use.

## II. Payment and Assurance Requirements

All district contracts for the performance of labor or furnishing the materials for a public improvement or public works project shall meet the payment and assurance requirements outlined in State law and District procedures.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes  
120.13(33)  
779.14(lm) Wisconsin Statutes  
946.10  
946.12  
946.13