

Dr. Robert Petersen
 Business Administrator

DATE: August 26, 2021
 TO: Weber School District Board of Education and Superintendent Jeff Stephens
 FROM: Dr. Robert D. Petersen Business Administrator
 SUBJECT: Updated Purchasing Limits, Policy Sections 3300 and 3310—First Reading

It has been many years since we updated Board policy when it relates to purchasing limits. Our current limits are much more stringent than the limits set by state procurement. Our independent auditor has suggested we update and adjust our limits to align with state purchasing limits. This will give much needed up-to-date flexibility to administrators and staff as they purchase needed products as they work to accomplish the educational mission of the district.

Attached is a copy of the pertinent sections of Board Policy where amendments are proposed. These are sections 3300 and 3310. The “strike-through” portions will be removed and the “underline” portions will be added.

Comparison of proposed spending limits:

<u>Old Standards</u>	<u>New Standards</u>
\$1,000 to \$7,000: 3 oral quotes	Individual Item < \$1,000: no quote needed
\$7,000 to \$25,000: 3 Written Quotes	Individual Item \$1,000 to \$5,000: two written or oral quotes
Over \$25,000: Board Approval	\$5,000 to \$50,000: three written quotes
	> \$50,000: Board approval

If you have any questions, feel free to contact me at 801-476-7841 or drop me an email at rpetersen@wsd.net