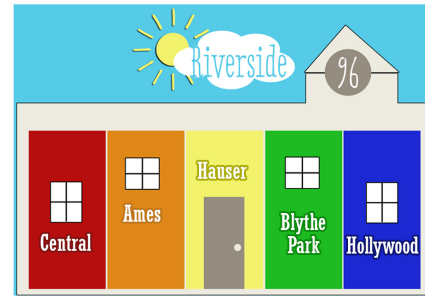


RIVERSIDE SCHOOL DISTRICT 96
Five Schools • One District • Optimizing Excellence



OFFICE OF THE SUPERINTENDENT

Purchases and Contracts:

Competitive procurement methods, as outlined by the Illinois School Code (105 ILCS 5/10-20.21) and the Board of Education Policy, must be used for all school district purchases valued at \$25,000 or more with the exceptions as listed in the Illinois School Code. Contracts are awarded by the Board of Education at an official meeting.

For purchases valued between \$14,999 and \$25,000 in the aggregate over a 12-month period, the school district is required to obtain written price quotes from at least three suppliers/vendors.

For cumulative District purchases from one source with a cost of at least \$5,000, but less than \$15,000, the District is requested to obtain written price quotes for at least two vendors. When appropriate, catalog prices may be used for these purchases.

Emergency and sole source purchases may result in exceptions to these rules.