

Adopted: 1990

Badger School District Policy 702.2
Orig. 1990

Revised: March 12, 2025

702.2 PURCHASING

The Superintendent will approve all purchases made in the name of the school district except those authorized by direct action of the school board.

It will be the policy of the school district to purchase products and services within the district community provided that those products and services are competitive.

No official or employee may make a purchase or contract in the name of the school district exceeding one hundred seventy-five thousand (\$175,000) for any single item or single group of items without competitive sealed bids and following legal procedure.

Expenses must be held to the amount specified in the budget. It is very difficult to do this if many people are purchasing things for the school. Therefore, all purchases must be made as follows:

1. The individual requesting a purchase will secure a requisition from the Superintendent's office. Once the requisition is completed, turn it in to the Superintendent's office. The Superintendent will keep the white original.
2. When the Superintendent acts on the requisition by signing it or rejecting it, the person making the copy will get a copy.
3. If the requisition is approved, the business office will process a purchase order and mail or deliver it to the company.

All of the school's vendors have been notified that the school will no longer pay for items not purchased by authorization of the Superintendent or approved by the school board at an official meeting and recorded in the board minutes.

No exceptions will be made.

Legal References: Minn. Stat. §471.345, Subd. 3

Cross References: