

## PURCHASING

The District office shall be responsible for the purchase, warehousing, inventory, and delivery of District supplies and equipment.

An attempt shall be made to achieve maximum price advantage within quality specifications. Efforts shall also be made to effect savings in purchasing and maintenance through the standardization of specifications for similar items throughout the District.

For purposes of this policy the definitions are as follows:

1. Bids or quotations are informal estimates or commitments for pricing
2. Requests for Proposals are documents developed for a formal bidding process.

### Appropriation

The District Administrator shall determine the method to be used in evaluating prices for expenditures less than \$2,500 \$5,000. Bids or quotations shall be required for all expenditures in excess of \$2,500 \$5,000, except as otherwise specifically provided. For expenditures over \$10,000 \$15,000 Bids and quotations shall be evaluated on the basis of district specifications.

### Approval

The District Administrator may approve the purchase of all supplies and non-capital equipment items or services with a cost of \$10,000 \$15,000 or less. Purchases of capital equipment or services in excess of \$10,000 \$15,000 shall be reviewed and approved by the Board of Education. All purchases shall be approved in accordance with sound business procedures.

### Formal Bidding

Formal competitive bids using "Requests for Proposals" shall be required as determined by state statute. Impartial and open consideration shall be given to bids and quotations from vendors.

### Accounting

Purchase orders for supplies, equipment, and services shall be approved prior to the order being placed. for funding and coded to the appropriate account before the purchase can be processed.

LEGAL REF.: Sections 120.12 (5) and (33) Wisconsin Statutes

175.10

946.10

946.13

APPROVED: