

PURCHASING AUTHORITY

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time.

The function of the purchasing office is to serve the educational program by providing the necessary supplies, equipment and services. The Board of Education declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment and supplies is centralized in the purchasing department which functions under the supervision of a person designated by the Board as purchasing agent and through whose office all purchasing transactions are conducted.

SPECIFIC CONSIDERATIONS

1. The superintendent is appointed by the Board to serve as purchasing agent. He/she shall be responsible for developing and administering the purchasing program of the school district.
2. The Board of Education authorizes the superintendent to approve non-capital expenditures in the amount of \$5,000 or less to cover any single purchase from the general operating budget which may be required to conduct efficient operations within the school district. Purchases over this amount shall be by Board authorization.
3. All contracts for and purchases of supplies, materials, equipment and contractual services in the amount of \$2,500 or more shall be based, when possible, on at least two competitive bids.
4. Bids are not required for:
 - a. Educational items such as textbooks, books, media, workbooks, kits, periodicals.
 - b. Replacement parts for existing equipment where the value of the replacement parts are estimated to be less than 50% of the total value of the existing contracts.
 - c. CESA contracts
 - d. Maintenance contracts of at least one year's duration where the maintenance is to, be performed on routine or as needed basis on specified equipment and shall include the additional cost of all repair or replacement parts.
5. All contracts which require public advertising and competitive bidding shall be awarded by Board action. Recommendations for the award of all such contracts shall be submitted to the Board by the chief school officer.
6. The District may seek to pre-qualify vendors for ongoing project work.

LOCAL PURCHASING

It shall be the policy of this school district to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers.

The district purchasing agent should not feel bound to purchase any item locally that can be secured at a saving to this school district from outside sources, nor shall he/she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

LEGAL REFERENCE: Wisconsin Stat. 120.13(5), (33)

CROSS REFERENCE: Rule #672 – Purchase Order Procedures