

The School Board authorizes the District Office to make purchases and supervise the purchasing of all goods and services for the District in accordance with state law and good purchasing practices. The building principal shall supervise purchasing at the school level and be authorize/approve requisitions for goods and services that have been approved by the Board in the District's annual operating budget. All lease-purchase agreements must be approved by the Board.

Purchasing decisions shall be made based on the following:

- Sealed bids will be taken on all purchases of goods or services and all public construction with an estimated cost that exceeds \$10,000.00. The Board will waive bidding procedures when, in their opinion, an emergency condition exists or when there are limited qualified vendors in the area of need.
- Purchase of goods or services less than \$10,000 which are included in the annual school district budget will be made by the Superintendent and District staff using such methods as will ensure the best interests of the District and the Board.

It shall be the goal of the Board and administration to secure goods and services at the lowest price available whenever possible. In addition to price, consideration shall be given to such factors as the quality of the product or service, vendor conformity to specifications, service record, delivery terms and general suitability to the requirements and needs of the District. The District may reject the lowest price or bid if any of these factors prove unsatisfactory.

All things being equal and as permissible by law, the District will give preference to agents, vendors, or manufacturers residing in the school district who maintain an office in the school district and employ at least one full-time employee. The Board reserves the right to prequalify all bidders, agents or vendors, and to determine whether or not the designation as a local business is met. It is the intention of the Board that all purchases be made in such a manner that all qualified vendors have an equal opportunity.

LEGAL REF.: Sections 19.59      Wisconsin Statutes  
                   62.15  
                   66.0601(2)  
                   66.0607  
                   120.13(5), (9m) and (33)  
                   175.10  
                   946.10  
                   946.12  
                   946.13

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 672-Rule, Purchase Order Procedures  
165, School Board Member Code of Ethics  
522.4, Staff Conflicts of Interest  
524, Staff Gifts and Gratuities  
610, Fiscal Management Goals  
620, Annual Operating Budget  
662.1, Student Activity Funds Management  
665, Fraud Prevention and Reporting  
683, District Asset Management (Inventories)  
662.2, Petty Cash Funds  
672.41, Sales Calls and Demonstrations  
673, Payment Procedures

ADOPTED: 11/7/83  
AMENDED: 10/20/14