It shall be the policy of the school district to purchase products and services from within the district community provided that such products and services and transportation costs shall be competitive and equal in quality.

The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The principal concern of the Board of Directors shall be that the overall expenditure for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

The Superintendent of Schools or Chief Financial Officer shall approve all purchases in the name of the school district except those authorized by direct action of the Board of Directors.

No official may make a purchase or contract in the name of the school district exceeding the statutory minimums required by law for any single item or single group of items without competitive sealed bids. These bids shall be made in accordance with the laws of the State of Iowa.

The Administration or Designated Official will obtain oral or written proposals or quotations for the purpose of comparing basic cost for all purchases or contracts exceeding five thousand dollars ($5,000).
The Administration or Designated Official will obtain written proposals or quotations for all purchases or contracts exceeding ten thousand dollars ($10,000).

The award of bids or contracts will, generally, be made to the lowest responsible bidder. The board, in its discretion, after considering factors relating to the proposed purchase/contract, including, but not limited to, the cost, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

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Legal Reference: (Code of Iowa)
22.2, 3, 7: 279.15-16, 291.6-11.
304 670 Iowa Admin. Code
12.3 (10) (11), 281 Iowa Admin.
Code 12.3 (1) (6), Chapter 301.7

Related Administrative Rules and Regulations:

Pleasant Valley Community School District Board Policy