

## PURCHASING GUIDELINES

The purchasing objective of the Board shall be to provide services, materials and supplies which offer district personnel the most effective and efficient means to perform their tasks. The district administrator shall serve as the purchasing agent for the school district. The following guidelines will be followed with regard to purchasing procedures:

### General Guidelines

1. In awarding purchases or contracts for services, the district administrator shall consider the following:
  - a) Price
  - b) Quality of product
  - c) Service, delivery and maintenance of product
  - d) Conformance to specifications
  - e) Past performance to the school district
  - f) Vendor reliability
2. All purchases from all funds will be made only after proper documentation is secured.
3. Vendor competition in purchasing shall be practiced whenever possible.
4. Sufficient amounts must have been budgeted in appropriate accounts.
5. The district administrator shall make available to the board, upon request, the price quotations or competitive bids obtained from vendors for goods or services. These copies are to be retained by the district administrator or designee until the audit for a fiscal year has been formally accepted by the board.
6. All reasonable efforts shall be made by the district administrator to design specifications which will allow local vendors to receive consideration.
7. Bids or quotations are not required for the following:
  - a) Educational items such as textbooks or workbooks
  - b) Professional services such as attorneys and architects
  - c) Replacement parts or maintenance for existing equipment or mechanical systems
  - d) CESA services used by the district
  - e) Items purchased under state master contract agreements
8. For expenditures up to \$3,000 it shall be the responsibility of the district administrator to use good judgement and prudent business procedures in making purchases.
  - a) Non-negotiable purchases can be made when only one supply source is available.
  - b) Informal quotations, verbal information of price secured in person or by telephone, may be used for purchases of routine supplies.
  - c) Formal competitive quotations will be required for any purchase over \$1,000 and under \$3,000, except as indicated in 7 above. A minimum of three written quotations will be required.
9. Competitive Bids -- No purchases shall be made for goods or non-teaching services performed by other than the district's employees in a single transaction exceeding \$3,000, unless competitive bids are obtained and the purchase approved by the board.

10. Emergency Purchases -- may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the district's students or employees.

*Adopted:* December 10, 1990

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