

Policies of the Board of Education

Section D Fiscal Management

PURCHASING

400.28

Philosophy

It is the desire of the Board of Education and the District Administrator that all purchases be made at the best price available giving consideration to quality, conformity to developed specifications, suitability to the requirements of the educational system and delivery terms.

It is recognized that student, parent/community organizations and activities will from time to time purchase supplies and materials utilizing other than school district tax supported monies. It is expected that group and activity advisors provide guidance in the raising and dispensing of student funds.

Guidelines

1. All purchases of goods, services, and equipment for which the school district will be responsible for payment over \$1000.00 must be on official purchase orders, properly signed and executed.
2. All purchases over \$4,000.00 will require board approval prior to the purchase of the goods, services and or equipment. This will also require an official signed and executed purchase order.
3. Given equality of service, quality, delivery and price the school district shall purchase, wherever possible, from local suppliers and services.

Adopted by the School Board September 12, 1995

Revised: July 13, 2006

Revised: June 24, 2008

Revised: November 20, 2012

Revised: September 9, 2014