

## PURCHASING REQUIREMENTS

Purchases made in excess of \$10,000 shall be individually approved by the Board. Purchases shall be based on quotations, advertised bids and/or other evidence that competitive pricing has been sought. Exceptions shall be made for the following:

- a. Textbooks, books, prepared tapes, films, educational kits
- b. Replacement parts for existing equipment or if the value of the replacement parts are estimated to be less than fifty percent (50%) of the total value of the existing equipment.
- c. Cooperative Educational Service Agency (CESA) contracts
- d. Professional service contracts/agreements
- e. State of Wisconsin contracts
- f. Emergency circumstances jointly recommended to the Board President by the district administrator and the business manager and approved for exemption by the Board President

A list of competent and qualified vendors should be maintained. Vendors who fail to deliver in accordance with specifications and stipulations should be removed from the list.

The District reserves the right to reject any or all formal bids or informal quotations, to waive technicalities, to make adjustments in specifications or quantities and/or to make selections based best interests of the District.

LEGAL REF.: 66.0901 - Wisconsin Statutes

Cross Ref.: 672 - Purchasing

**APPROVED:** October 9, 1985  
December 19, 2006  
April 29, 2013  
**JANUARY 15, 2018**