

PURCHASING

The purchasing function for the schools involves two responsibilities: (1) providing the necessary supplies, equipment and services for the District, and (2) the wise expenditure of taxpayer's monies for these supplies, equipment and services.

In order to fulfill these purchasing responsibilities, the Board expects the district administrator and his/her staff to adhere to the following code of ethics in all business transactions:

- a. To consider first the interest of the District and the improvement of its educational program.
- b. To endeavor to obtain the greatest value for every tax dollar expended.
- c. To be knowledgeable about school equipment and supplies in order to recommend items that may either reduce cost or increase the efficiency.
- d. To use competitive bidding procedures whenever possible.
- e. To give all responsible bidders equal considerations and the assurance of unbiased judgment in determining whether their product meets the specifications and the educational needs of the District.
- f. To cultivate unbiased judgment by discouraging the offer of and declining gifts which in any way might influence the purchase of school equipment and supplies.

The district administrator, or designee, shall serve as purchasing agent for the District. He/she may purchase supply items as long as the cost falls within the established budget allocation; purchase items of equipment that have been specifically listed in the budget as long as the expenditure does not exceed the amount allocated by more than ten percent; and, authorize the performance of services that are specifically listed in the budget, or maintenance services, as long as the expenditure falls within the budget allocation or is necessary for emergency repairs. All other purchases and/or services must be authorized by the Board.

Specific purchasing guidelines shall be developed for use in the District.

LEGAL REF.: 120.13(5) - Wisconsin Statutes

CROSS REF.: 672-Rule - Purchasing Guidelines
672.1 - Bidding Requirements
672.2 - Payment Procedures

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