

Purchases and Sales (B-3)

Purchasing

The Board of Education authorizes the Superintendent and Business Manager to purchase and supervise the purchasing of all goods and services in accordance with State law and policy guidelines. Whenever possible, competitive quotations or bids shall be used. Purchases, leases and non-emergency operational and maintenance services of \$10,000 or more shall be brought to the Board for approval.

When the bidding process is used, the District shall strive to purchase goods and services from the lowest qualified bidder meeting the specifications. The Business Manager shall consider all factors of the bid, price being only one criterion. Other factors to be considered in the award are quality; service provided for maintenance, repair and guarantee of the product; payment terms; promptness of delivery; and dependability of the supplier. The District reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the School District.

Bids are not required for the following:

- CESA and other intergovernmental contracts.
- Used items where a definite cost advantage can be determined.
- Items/services purchased by using State of Wisconsin or state agency contracts or other cooperative agreements or buying groups.

Emergency purchases may be made without the bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence, which could affect the safety of the District's students or staff.

Sales

Items no longer needed by the District are to be disposed of by making them available on a reasonable basis to any non-profit organization or by periodically holding public sales. Non-usable items will be salvaged or destroyed.

The Business Manager shall be responsible for approving the disposal of any furniture or equipment and for determining the proper method of disposal.

All monies received from the sale of these items or salvage materials will be deposited in the General Fund.

Adopted June 27, 1996
Revised April 23, 2008