

HORTONVILLE AREA SCHOOL DISTRICT

Title: Purchasing Guidelines/ Bidding Requirements	Date Adopted: 2/28/94 Date Revised: 12/8/03 7/20/09	Policy No. 10031 Page 1 of 1
--	---	---

Policy Statement:

All capital items in excess of \$10,000 per unit to be purchased, rented or leased require Board approval prior to purchase/lease.

Rationale:

Sound purchasing procedures as well as Wisconsin State Statutes requirements.

Scope: District-wide

Responsibility: District Administrator and Director of Business Services

Implementation:

The Administration will make every effort to receive full value for the dollars spent through sound purchasing procedures.

The current decentralized approach to purchasing whereby the administrators and directors have the authority to sign purchase orders for items within their building or department, can only exist with the understanding that all items that readily lend themselves to a competitive basis, are in fact being bid to provide the lowest possible cost to the District.

Prior to Board approval, the Director of Business Services (or his/her designee) will review all voucher requests for the appropriate supporting documentation; namely, an approved purchase order to originate the invoice, and/or an itemized invoice or other appropriate document bearing the approving signature of an authorized school employee.

Associated Information: Wisconsin State Statute 62.15 and 66.0901
Policy #10041 Payment Approval Purchases

President *Paul J. Thomas* Date 7/20/09

Clerk *Sharon Okey* Date 7/20/09