

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

FINANCES
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PURCHASING

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

Sound purchasing procedures as well as Wisconsin State Statutes requirements.

Implementation:

Procurement of all supplies, materials, equipment, and services paid for from District Funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

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. It is the policy of the Board that the District Administrator seek at least three (3) price quotations on purchases of more than \$10,000 of a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings 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 authorized school employee.