

PURCHASING

The Director responsible for Business Services shall work with administrators and other District staff members to determine the schools' needs relative to sites, building, and instructional equipment and supplies. There shall be an ongoing search for those items that best fit the needs of the District.

Purchasing shall follow state law, accepted purchasing procedures and ethical business practices. All purchasing shall be made with consideration given to the best pricing available, quality, conformity to developed specifications, reliability of the provider, delivery terms, and suitability to the requirements of the District. Assuming conditions above are relatively equal, local vendors will be given preference in purchasing.

Individual staff or Board members may not obligate the District except as provided through established purchasing procedures of requisition and purchase order. Also, no public employee or officer may have any private interest in a public contract except as permitted by state law.

The Director responsible for Business Services will be responsible for the procurement, inventory and delivery of District supplies and equipment.

LEGAL REF.: Sections 120.13(5) and (33) Wisconsin Statutes
120.44

CROSS REF.: 672-Rule, Purchasing Procedures
522.4, Conflicts of Interest
621, Budget Planning/Adoption
654, Sale of Supplies to Students
673, Payment Procedures
682, Financial Reports

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