



PURCHASING

The Board declares its intention to purchase locally, competitively, and to seek maximum educational value for every dollar spent. The purchasing procedures employed shall comply with all applicable laws and Department of Public Instruction regulations.

The District Administrator shall serve as purchasing agent for the district and, in this capacity, shall be responsible for developing and administering a detailed district program for purchasing goods and services. Purchases under \$500 need the approval of the Building Principal and the District Bookkeeper. Purchases over \$500 need the additional approval of the District Administrator. The District Administrator shall assure that purchases are based upon comparative prices of items of similar value, including consideration of both cost and long-term quality.

The District Administrator shall be authorized to order goods and services approved in the district's annual operating budget with the limitations set forth below. Purchases of goods or services shall be referred to the Board for consideration and approval when the cost exceeds \$5,000. Splitting orders to circumvent this limit is unacceptable.

It shall be the policy of the Mineral Point School District to purchase products and services from within the district community, provided such products and services shall be comparable and competitive.

Cooperative purchasing with other school districts and government entities is encouraged, and should be explored when feasible.

Policy 672 Continued:

The District Administrator shall seek competitive bids or quotes for the purchase of goods and services in excess of \$10,000. For certain items that are available from only one source, such as textbooks, the Board does not expect bids to be solicited. However, it does expect the administrative and professional staff to exercise sound educational and fiscal judgment in the selection and recommendation of such materials. Bids shall be sealed for contracts in excess of \$100,000. The school district reserves the right to reject any or all bids or quotes and to accept that bid or quote which appears to be in the best interest of the school district, taking a variety of factors into consideration, including price, quality, suitability, delivery terms, past performance, reliability, and payment terms.

Legal Reference(s): Wisconsin Statutes 66.0131, 66.949, 120.12 (24), 120.13 (5) and (33), 120.44, 946.10, 946.12, 946.13

Adopted: May 1974

Revised: October 1975, August 1986, July 1991, April 2001, April 2016