

672 PURCHASING

For purposes of this policy, “purchases” are defined as anything purchased for use within the School District, such as materials, equipment, office supplies, vehicles, repairs, contracts, services, etc., except regular purchases such as utility payments and other similar purchases.

Certified staff have the authority to purchase items up to the dollar amount approved by the School Board in the annual budget. They may not exceed their budget without approval from their Building Principal and the Business Manager prior to the purchase.

Building Principals have the authority to make individual purchases up to \$5,000. Individual purchases over \$5,000 must be approved by the District Administrator. Building Principals may purchase items up to the dollar amount approved by the School Board in the annual budget.

The Business Manager and/or the District Administrator has the authority to make individual purchases on behalf of the School District up to \$10,000 with each other’s approval. The Business Manager and/or the District Administrator may purchase items over budgeted amounts. Further, any purchase of a capital inventory item must receive prior approval of the Business Manager.

The School Board must approve any individual purchases over \$10,000. The School Board must approve any purchases exceedingly more than \$5,000 over the function total of the approved budget amounts. In this event, a budget amendment is required and should be approved before June 30 of the budget year. Capital purchases approved during the budget planning process must receive approval of the District Administrator but do not need to be reapproved by the School Board.

Emergency purchases up to \$15,000 may be purchased with the District Administrator and Business Manager written approval. Emergency purchases shall be immediately reported to the School Board via email, and publicly announced at the first available Regular Board meeting following the emergency.

It is the express policy of the School Board that the best price shall be sought for all purchases. As such, to the extent possible and necessary, all purchases must be made by the “rule of three” wherein at least three prices are sought.

Any purchases and contracts which exceed \$15,000 shall be let by Request for Quote. Any purchases and contracts which exceed \$25,000 shall be let by sealed bid or Request for Proposal only. No purchase or project may be divided into smaller pieces to avoid the provisions of this policy.

Legal Reference: Wisconsin Statutes, Sections 66.0135, 66.0607, 120.13 (5) (33)

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