

BOARD POLICY 672

672 - Purchasing Procedures

A. Requisitions for Annual Supplies and Equipment

For budgeting purposes, regular "requisition forms" shall be distributed to all teachers for materials and books to be purchased for the following school year. These requisitions will be completed by the teacher, clearly indicating (1) complete description, (2) quantity desired, (3) unit price, (4) total cost, and (5) name and address of recommended supplier. The requisitions will be reviewed by the principal, business manager, and District administrator.

B. Purchase Orders

Purchase of goods and services will be made by District personnel through the use of a purchase order. The purchase order must be properly completed and submitted to the appropriate administrator.

All building purchase orders will be approved by the principal and forwarded to the business office for processing and final approval by the business manager and District administrator.

C. Major Expenditures

Major expenditures for equipment, services, and supplies must be supported by two or more quotations from reputable suppliers before orders are written. Supporting evidence must accompany the order or be on file in the business office when the order is presented for approval.

D. Item Identification/Capital Expenditure

Each item must be identified by purveyor, stock number, description, and page number of the catalog of selection. If these are not available, a detailed written specification (written in quotation form) must accompany the request to purchase.

E. Deviation from Foregoing Procedures

Any deviation from the foregoing procedures must be approved by the business manager on the merit of each request.

Legal Ref.: Sections 120.12(24) 120.13(5) 120.13(33) Wisconsin Statutes

Approved: March 18, 1997