

# District Policy & Regulations

## BOARD OF EDUCATION COLUMBUS SCHOOL DISTRICT

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### PURCHASING

The Superintendent, or his/her designee, is authorized to purchase all items within budget allocations using such methods as will insure the best interests of the School District and the Board.

It is the policy of the Board of Education that the Superintendent seek price quotations on purchases of more than \$2,000.00 for 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. Bids or quotations are not required for:

- A. Purchases where there is only one source.
- B. Instructional materials such as textbooks, periodicals, software and equipment, AV materials, workbooks, and educational kits.
- C. Personal service contracts, CESA services, and maintenance agreements.
- D. Replacement parts for existing equipment or mechanical systems.

When the purchase of, and contract for, a single item of material or equipment amounts of \$10,000.00 or more, the District Administrator shall obtain competitive bids following approved bidding guidelines. The Board reserves the right to reject any and all bids.

The Board will determine, on a case-by-case basis, when additional services are covered under an existing contract or agreement and when they are not.

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

It is the intention of the Board that all purchases be made in such a manner that all qualified suppliers have an equal opportunity. However all things being equal, the Board will give preference to agents, vendors, and manufacturers residing in the District over out-of-District. The Board reserves the right to pre-qualify all bidders, agents or vendors, and to determine whether or not the designation as a local business is met.

The Board may acquire equipment as defined in law by lease, installment payments, lease-purchase agreements, or lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

66.29 66.949, 120.12(24), Wisconsin Statutes

Approved: 8/27/98

Revised: 10/22/01, 01/30/09