

Business and Non-Instructional Operations

Expenditures

Purchasing

The Board authorizes the Business Office to purchase and supervise the purchasing of all materials, goods, and supplies for the Watertown Unified School District in accordance with state laws and Board policies and guidelines. The Superintendent and Director of Business Services shall be responsible for developing and administering the purchasing program of the District. The Superintendent or Director of Business Services are authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations.

All purchases shall be made at the best price available giving consideration to quality, conformity to developed specifications, and suitability to the requirements of the educational system and delivery terms.

To the extent possible and practical, items commonly used in the various schools shall be standardized whenever consistent with educational goals and in the interest of efficiency and economy. Cooperative purchasing agreements shall be used whenever practical and effective as determined by the Superintendent or Director of Business Services. All purchasing procedures employed shall comply with all applicable state laws.

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors.

- Quality of product
- Suitability of product
- Price
- Conformance to specifications
- Convenience of delivery
- General reputation of business firms
- Past services to school district

Given the equality of service, past service to the District, quality, delivery, sustainability of product, conformance to specifications, and price, the District shall purchase, whenever possible, from local suppliers and services. The District shall not be bound to purchase any item locally that can be secured at a savings from outside services.

Except as otherwise provided by Board policy, all purchases of goods, services and equipment for which the District will be responsible for payment must be on official purchase orders, properly signed and executed. Credit cards may be used under the procedures established by the Director of Business Services. Staff may directly purchase goods and equipment under the procedures established by the Director of Business Services.

It is expected that each school and department will purchase under the budget controls established by the Board. No purchases may exceed the amount appropriated for each school or department unless approved by the Superintendent or the Director of Business Services.

All District contracts for the performance of labor or furnishing the materials for a public improvement or public works project shall meet the payment and assurance requirements outlined in state law and District-established procedures.

Competitive bids or quotations shall be solicited in connection with purchasing whenever practical. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board. Recommendations for the award of all such contracts shall be submitted to the Board by the Superintendent or Director of Business Services. Contracts shall be awarded to the lowest responsible bid or quotation deemed to be in the best interests of the District that comply with specifications and with other stipulated bidding conditions.

Legal Reference: **Section 120.12(1) Wisconsin Statute**
 Section 120.13(5) Wisconsin Statute
 Section 120.13(33) Wisconsin Statute
 Section 779.14(lm) Wisconsin Statute
 Section 946.12 Wisconsin Statute
 Section 946.13(2) Wisconsin Statute

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