

**Business and Non-Instructional Operations****Expenditures****Bidding Requirements****Purchasing Guidelines**

The purchasing objective of the Board shall be to provide services, materials and supplies which offer District personnel the most effective and efficient means to perform their tasks. Purchases for the District shall be handled through the Business office. The policy of the Board will be to acquire these at a minimum practical cost, taking into consideration the best interests of the District. The Superintendent or his/her designee, shall serve as the purchasing agent for the school system.

It is recognized that the Board does rely upon the Superintendent and his/her staff to administer the business operations of the District. Because the Board cannot relinquish its responsibility and accountability as an agent of the State and to the citizenry of the District, the following guidelines are established with regard to purchasing:

1. Purchasing Approval The Board shall approve any bid or quotation as required by state or federal law, such as temporary borrowing, long-term borrowing, etc., or quotation or bids greater than **\$20,000**.
2. School Board Oversight The Fiscal Management Committee shall insure that all District purchases are in compliance with Board policy, approved budget, and state and federal law and forward their recommendations to the full Board.

**Legal Reference:**                    **Section 19.59, Wisconsin Statutes**  
   **Section 120.12(24), Wisconsin Statutes**  
   **Section 120.13(5, 33), Wisconsin Statutes**  
   **Section 946.13, Wisconsin Statutes**

**Policy Approved:**                **July 22, 1999**

**Policy Revised:**                 **January 25, 2007**  
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