

## PURCHASING

The Board of Education believes that public schools are the heart of the community and should, where feasible, contribute to the growth and prosperity of local business and industry. Therefore, the Evansville Community School District shall purchase locally when goods or services of equal quality are available from local suppliers at competitive prices and comparable business standards.

The purchasing process serves all educational programs by providing necessary supplies, equipment and services. The Board of Education declares its intention to purchase competitively, without prejudice, and to seek maximum value for every dollar expended. The district administrator will assign the responsibility for acquiring services, equipment, and supplies in the most prudent and efficient manner.

This policy shall in no way be interpreted to bind the school district to the purchasing of goods and services totally from local vendors; however, it shall be interpreted as a meaningful directive to those with the authority to make purchases to give reasonable consideration to local merchants.

The Board of Education designates the district administrator and the business manager to serve as purchasing agents. They shall be responsible for administering the purchasing guidelines and requirements for the School District. The purchase of necessary supplies, equipment and services for use in school programs and activities shall be in accordance with state law, accepted purchasing procedures and ethical business practice. Any purchase not processed in the prescribed manner becomes the personal liability of the purchaser.

The purchasing agents or their designees, are authorized to issue purchase orders without prior approval of a Board committee where formal bidding procedures are not required by law or policy and when budget appropriations have been approved through the annual budget process. They shall manage the amount of funds expended in the following manner:

1. For expenditures up to \$5,000, it shall be the responsibility of the purchasing agents or designees to use good judgment and prudent business procedures in making purchases.
2. For expenditures above \$5,000, the purchasing agent shall seek at least two bids from which a decision shall be made by the District Administrator or designee, taking into consideration:
  - a. Lowest cost meeting specifications.
  - b. Quality, suitability and compatibility.
  - c. Promptness of delivery.
  - d. Payment terms.
  - e. Vendor's reliability, ability to fulfill the contract and previous relationship with schools or the District.

3. Bids shall be opened in public whenever requested by a bidding vendor or for any project with an estimated total value in excess of \$25,000. Tabulations of bid results shall be maintained for three years following the end of the fiscal year in which the bids were opened.
4. The Board does not expect bids or quotations for the following items:
  - a. Instructional materials such as textbooks, workbooks, computer software, periodicals and media.
  - b. Professional services such as attorneys, consultants, auditors, and architects.
  - c. Replacement parts or maintenance contracts for existing equipment or mechanical systems.
  - d. CESA services utilized by the District.
  - e. Maintenance contracts on specific equipment.
  - f. Operational systems such as payroll or accounting software.

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the School District's students or employees.

Principals and directors are authorized to approve the purchase of all supplies, equipment items or services, and educational materials in accordance with sound purchasing procedures, providing funds have been approved through the annual budget process.

No board member shall vote on a contract in which they, or their parents, spouse, or children, has a financial interest. Before entering into a contract for goods and/or services, the District shall review whether potential conflicts of interest exist for any district employee or in violation of state law. Board members and applicable district employees should disclose information about any involvement they may have in a related business interest or transaction.

Legal Ref.: Sections 16.73 Wisconsin Statutes

19.59

120.13(5)(33)

175.10

946.10

946.12

946.13