

3055 PURCHASING

It is the intention of the School Board that not only the letter but the spirit of all laws and regulations relating to purchases by the School District, and the control of its finances and property, be abided by strictly and without exception. All purchases shall be made through the Purchasing Department. Purchasing transactions will be authorized on properly signed purchase orders or administered by purchasing cards through the purchasing/finance_ departments. No unauthorized persons shall make purchases, enter into contracts, or make commitments in the name, or on behalf of the School Board or the School District. The_ Superintendent or Business Services Director are authorized to contract for goods and services in accordance with the provisions of Minnesota State Statutes.

To help achieve both quality control and the price advantage of quantity purchasing, the administration is requested to:

1. Set open specifications for goods and services as needed.
2. Where feasible and as a convenience to bidders, cite one or more acceptable brands, or models, as a basis for bids even though the specifications are "open." Educational factors shall be considered along with price factors.
3. Invite vendors to bid on those specifications or examples, as well as comparable ones which the vendors believe to be acceptable according to the specifications.

The Director of Technology will approve all computer hardware purchases/leases exceeding \$500.00. All computer hardware purchases must follow standards established by the Technology Department. These computer standards will be reviewed annually as to affordability, stability and maintenance history.

Any deviations from this policy will be reported to the School Board at the next regular Board meeting.

References: MSA 123B.14
MSA 123B.51
MSA 123B.52
MSA 471.345

Adopted: 06-09-1970 ISD 709
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