

Barre Town Supervisory District Policy Manual

**TITLE: Purchasing Procedures    CODE: DJB**

The Superintendent shall be responsible for ensuring that all purchases made by the school system or any of its components take advantage of the best price possible while ensuring quality and must be consistent with VSA Title 16, Section 559.

1. Purchases and contracts for equipment, materials, supplies, and/or services, except for personnel services, shall be made in the following manner:
  - a. For purchases and contracts from \$5,000 to \$10,000 the Superintendent or designee shall solicit bids/quotes from at least three suppliers. A tabulation of solicitations made and quotes received shall be kept on file.
  - b. For purchases and contracts in excess of \$10,000 the Superintendent or designee shall invite bids from at least three vendors if available. Prior to inviting bids/quotes, specifications of what is needed shall be drawn up. A tabulation of bids received shall be kept on file.
2. Non-competitive purchases are permissible only when an emergency exists and delay might cause unreasonable problems in the delivery of educational programs, injury, death, or destruction of property. If an award is made without competition, a formal report shall be included in the file.
3. If a purchase or contract is awarded to other than the low bid, a report must be filed stating the reason for the action.

Expenditures

All expenditures will be expended under the categories that most accurately describe the purposes for which the money will be spent and in accordance with the adopted budget. The Board will authorize expenditures by signing warrants. A Board member may be authorized to sign warrants on behalf of the Board in emergency situations or for specific purposes.

Date Adopted: 11/7/83

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Legal Reference(s): VSA 16-559

Cross References:

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