

PURCHASING

The Board of Education authorizes the superintendent and business manager to purchase and supervise the purchasing of all materials, goods, and supplies for the District in accordance with state law and policy guidelines.

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.

I. General Guidelines

- A. 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 business manager. Staff may directly purchase goods and equipment under the procedures established by the business manager.
- B. Given equality of service, quality, delivery and price, the District shall purchase, whenever possible, from local suppliers and services. The employee shall not feel bound to purchase any item locally that can be secured at a savings from outside services.
- C. Use of "Resale" account within the District budget shall not be used as competition for area businesses.
- D. Gift cards shall not be purchased from taxpayer funds. Gift cards may be purchased from non-taxpayer funds like Fund 21 and Fund 60. The maximum value of a gift card shall not exceed \$100. Gift cards purchased by District social workers or through the Student Financial Assistance Fund are exempt from the \$100 maximum. Distribution of all gift cards must be documented by the purchaser of the gift cards.

II. Payment and Assurance Requirements

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 procedures.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes

120.13(33)
779.14(lm) Wisconsin Statutes
946.10
946.12
946.13

Cross Ref.: 375, Student Activity Funds Management
524.1, Staff Conflicts of Interest
665, Petty Cash Account
672.1, Bidding Requirements
672.3, Cooperative Purchasing
672.4, Sales/Vendor Relations
851-Rule, Sales/Advertising Exceptions
933 Construction Contracts Bidding and Awards
933-Rule, Standards for Performance and Payment Assurances

Adopted: 10/11/82

Revised: March 1994
August 10, 1998
April 2002
November 2005
July 2012
May 2014
July 2019

Waunakee Community School District