

Purchases and Contracts

Section A - Introduction

The superintendent or designee shall manage the school district's purchases and contracts in accordance with State law and regulation, the standards set forth in this policy, and other applicable Board Policies.

Section B - Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law and regulation. Legal counsel shall be consulted as needed regarding the legal requirements for purchases or contracts.

All purchases and contracts should support a recognized district function or purpose and provide for quality products and services at the lowest cost, with consideration for service, reliability of both the product and provider, and delivery promptness, and in compliance with State law and regulation. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, corruption, or other improper basis.

Adoption of the annual budget authorizes the superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State laws and regulations are followed. Purchases of items or an aggregate of items in any one contract that exceed \$25,000 require prior Board approval.

When presenting a contract or purchase for Board approval, the superintendent or designee shall ensure that it complies with applicable State law and regulation. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable and as amended, and any terms of the award.

Section C - Purchase of Equipment for Private Use

The purchasing authority of the district shall only be used for the purchases of equipment, materials, and supplies necessary for the maintenance and operation of school programs and facilities. The school district's purchasing privilege or authority shall not be used for purchasing any equipment, materials, or supplies for the private use of any individual, employee, student, or entity.

Section D - Reporting and Website Publishing

The superintendent or designee shall:

1. Execute the reporting and website posting mandates in State law and regulation concerning district contracts, and
2. Monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

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