

ICCSD Purchasing and Contract Guidelines

Effective January 1, 2023 the following table summarizes expectations regarding purchasing and contracts/agreements¹. If the table provides conflicting information, proceed with the more stringent requirement. Check with the CFO when in doubt.

Dollar amount	Capital Improvement	Quotes/Bidding ²	Contracts/Agreement	No Contract/Agreement	
\$1,000,000 or more	Follow State Law, include in Capital Projects Status Report	Competitive Bidding	Prior Board approval required ³	Provide notice to the Board prior to purchase ⁴	
\$196,000 to \$999,999					
\$109,000 to \$195,999	N/A	2 Formal Quotations		Retroactive Board approval allowed ⁵ (	N/A
\$100,000 to \$108,999		2 Informal Quotations			
\$25,000 to \$99,999					
\$10,000 \$24,999		N/A			
Under \$10,000					

¹ Any document labeled “contract” or “agreement,” requiring a signature that binds the school district corporation

² Use of pricing that has already been competitively bid is acceptable (such as WSCA, IEC, etc.)

³ Submit a Board item before moving forward with the contract

⁴ Submit a memo to the CFO which can be used to notify the Board prior to the purchase

⁵ Seek permission to sign the contract from the CFO, then submit the signed contract to the next Board meeting