

**PURCHASING**

**POLICY STATEMENT**

- A. It is the desire of the Board of Education that all goods and purchased services are:
  - 1. Suitable for the use intended.
  - 2. Compatible with other products/procedures currently in use.
  - 3. Priced fairly, based on the quality of the product and the cost of the item in use.
  - 4. Provided in quantities and a manner consistent with District needs.

**POLICY PROCEDURE**

- A. All purchase of goods, services, and equipment must be approved by the Director of Business Services and should be on properly executed purchase orders. Building system/vehicle repair, food for lunch program and miscellaneous local purchases under \$25.00 may be purchased without purchase orders.
- B. No responsible vendor will be prevented from doing business with the school system and all vendors having expressed an interest will be given opportunity to present their products and prices.
- C. Written or verbal quotations may be required whenever a specific or comparable product is available from more than one supplier.
- D. Orders for goods and services will be awarded on the basis of the criteria as set forth at the beginning of this policy, with additional consideration given to merchants and vendors within the School District.
- E. The School District of New London forbids employees from accepting anything of value from salespersons who contact them attempting to sell products to the School District of New London.
- F. Regarding purchasing of goods and services from members of the Board of Education, Section 946.13 of the Wisconsin Statutes must be considered.
- G. See letter (Exhibit 1) regarding competitive bidding on School Board contracts.

**LEGAL REFERENCE:**

**CROSS-REFERENCE:** Exhibit 1, Letter Regarding Competitive Bidding on School Board Contracts