

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

672

PURCHASING

The goal of the School Board and the administration shall be to secure services, materials and equipment that offer district personnel the most effective and efficient means to perform their tasks. The District shall acquire these services, materials and equipment at a minimum practical cost, taking into consideration the best interests of the District. The District Administrator or designee shall serve as the purchasing agent for the school system.

It is recognized that the Board does rely upon the District Administrator and district staff to administer the business operations. Because the Board cannot relinquish its responsibility and accountability as an agent of the State and to the citizenry of the District, the following guidelines are established with regard to purchasing:

Criteria Considered: When making purchases, awarding contracts for services or accepting bids, the District shall consider the following; price; quality of product; service, delivery, and maintenance of product; suitability of product; conformance to needs and specifications; past performance with the District; vendor reliability; and other pertinent factors as determined by the Board and/or District Administrator.

When goods and services of equal quality at competitive prices are available locally, purchases shall be made from local vendors within the district boundaries and within Wisconsin. Local purchases will not be made when goods and services can be obtained elsewhere for a lower cost or higher quality, or with better service or more efficient delivery.

Board Oversight: The Finance Committee shall ensure that all purchases are in compliance with Board policy, the proposed or approved budget, and state and federal laws. Committee recommendations shall be forwarded to the Board.

Budget and Budget Transfers: All purchases shall conform to the current fiscal year budget. Unbudgeted purchases shall be submitted to the Board for approval. Purchases that require a budget transfer that changes the amount and/or purpose of an appropriation in the adopted budget shall be made only when authorized by a vote of two-thirds of the entire membership of the Board as prescribed by law. A class 1 notice shall be published within ten days after such Board action.

Emergency Purchases: Emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the District's students or employees, or the security of property. An emergency situation may require immediate action and approval by the District Administrator or designee. Emergency purchases may be made without using the quotation or bidding process. Such purchases shall be reported to the Board at the first practicable opportunity.

Purchasing Rules and Regulations: The District Administrator shall develop the necessary rules and regulations to implement this policy, including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

LEGAL REF.: Sections	19.59	Wisconsin Statutes
	66.0131	
	66.0301	
	66.0901	
	120.13(5), (9m) and (33)	
	175.10	
	946.10	
	946.12	
	946.13	

Wisconsin Uniform Financial Accounting Requirements (WUFAR)
Governmental Accounting Standards Board Statements

CROSS REF.: 672-Rule, Purchasing Procedures
 165, Code of Ethics for Board Members
 620, Annual Operating Budget
 662.1, Student Activity Funds Management

Approved: January 6, 1997
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