

Watertown School District 14-4

PURCHASING

The Watertown School District shall purchase, establish contracts and generally carry on its procurement functions in a manner that will ensure the fair and equitable treatment of all persons who deal with the procurement system of the District and will properly account for the expenditures of District funds. These procedures are applicable to all funds administered by the Watertown School District.

The Business Manager is responsible for carrying out the procurement functions of the District and to ensure such functions are in accordance with established policies and written procedures. The Business Manager may delegate purchasing authority to other District employees as necessary to fulfill the purpose and philosophy of this policy. Principals and directors are responsible for observing budget allocations in their respective schools or departments.

The Watertown School District's purchasing procedures comply with all applicable laws and regulations of the State, including bid procedures and regulations. All contracts for the purchases of supplies, materials and contractual services in the amount of \$25,000 or more shall be based on competitive bids, equipment purchases that do not exceed \$50,000 are exempt from bid laws. All purchases less than \$25,000 may be made in the open market. All purchases made in the open market shall be consummated after careful pricing. Purchasing practices of the Watertown School District are to obtain the best value on all purchases and to provide equal opportunity to all interested vendors. Opportunity shall be provided to all responsible suppliers to do business with the District. Public improvements and equipment purchases that exceed \$100,000 will follow the bid laws.

A list of invoice/vouchers and monthly payroll amounts will be presented to the Board for their consideration by the business manager. Only items that have been properly ordered, invoiced and vouchered will be considered by the Board for payment. Actual invoices, statements and vouchers will be available for Board review.

Policy

Adopted: 3/9/09

Revised: 2/10/97; 6/11/18; 9/13/21