

## BARNEVELD SCHOOL DISTRICT

### PURCHASING

All district purchases shall require completed district requisition forms except as provided by established procedures.

Requisitions for supplies, equipment and services shall be approved by the building principal for funding and coding before forwarding to the District Administrator for approval. The levels of purchase approval are as follows.

1. Supplies – The District Administrator shall be authorized to approve the purchase of all supplies in accordance with sound purchasing procedures.
2. Equipment and Services –
  - a. The District Administrator shall be authorized to approve equipment purchases or service whose cost is \$5,000 or less in accordance with sound purchasing practices and within the approved budget.
  - b. Purchase order items in excess of \$5,000 must be submitted to the Board Facility and Finance Committee for approval. At least 2 price quotations will be obtained whenever possible. If time does not allow in the event of an emergency for a formal committee meeting, a majority of individual committee members may approve the purchase.
3. Bids or quotations shall not be required for:
  - a. Textbooks, books, workbooks, periodicals, CESA contracts, tuition contracts.
4. Any employee buying merchandise without an authorized purchase order will be personally liable for the cost involved.

Adopted: April 13, 2011

Revised: July 8, 2015