

Purchasing

The procurement of all supplies, equipment, and services from vendors shall be initiated by the issuance of an official purchase order; contract signed by the Board of Education President; or the use of a district-issued procurement card.

The purchase of products and services from within the district is preferred; provided that such products and services shall be competitive and comply with specifications.

The official budget shall be considered as the authority for all expenditures which are made during the fiscal year. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

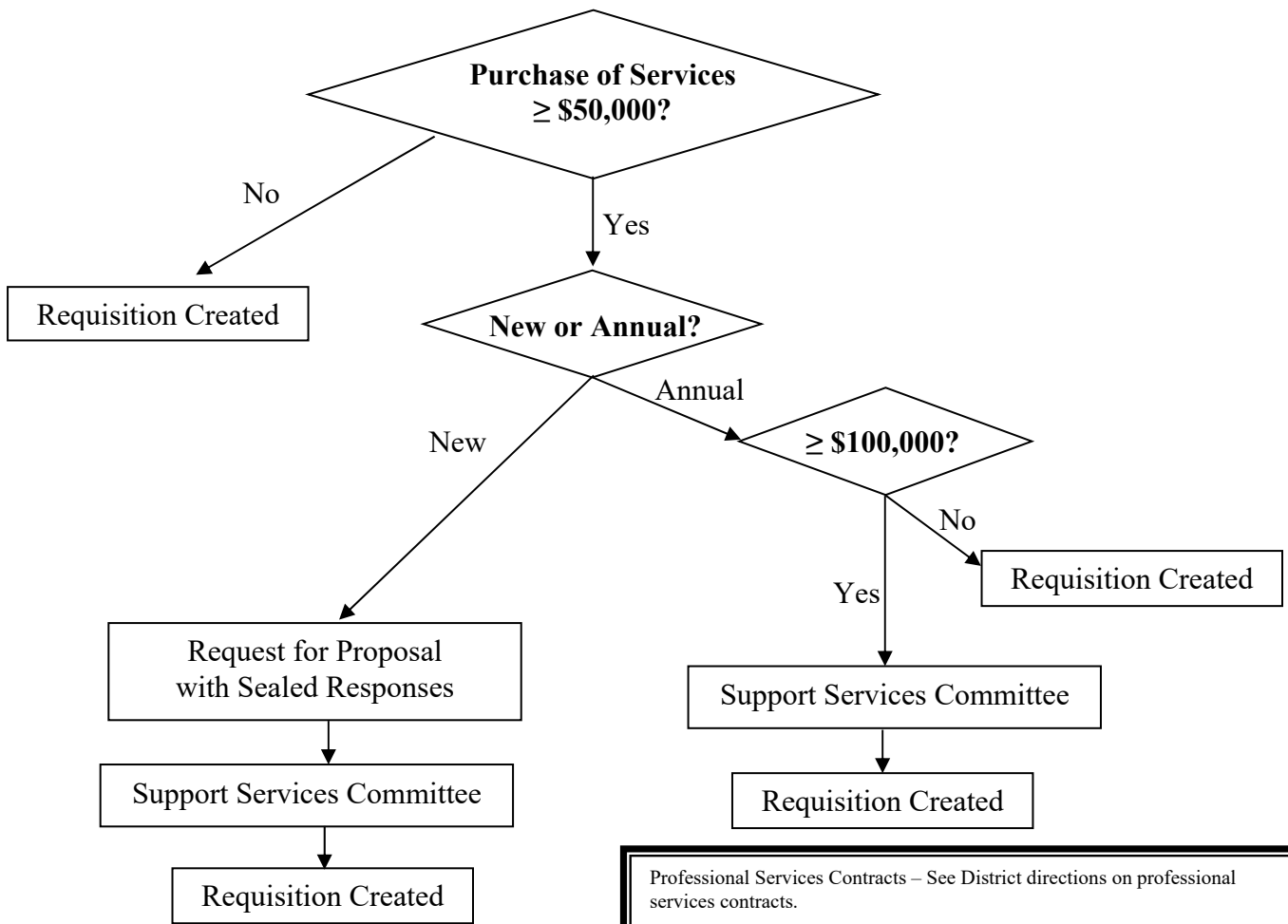
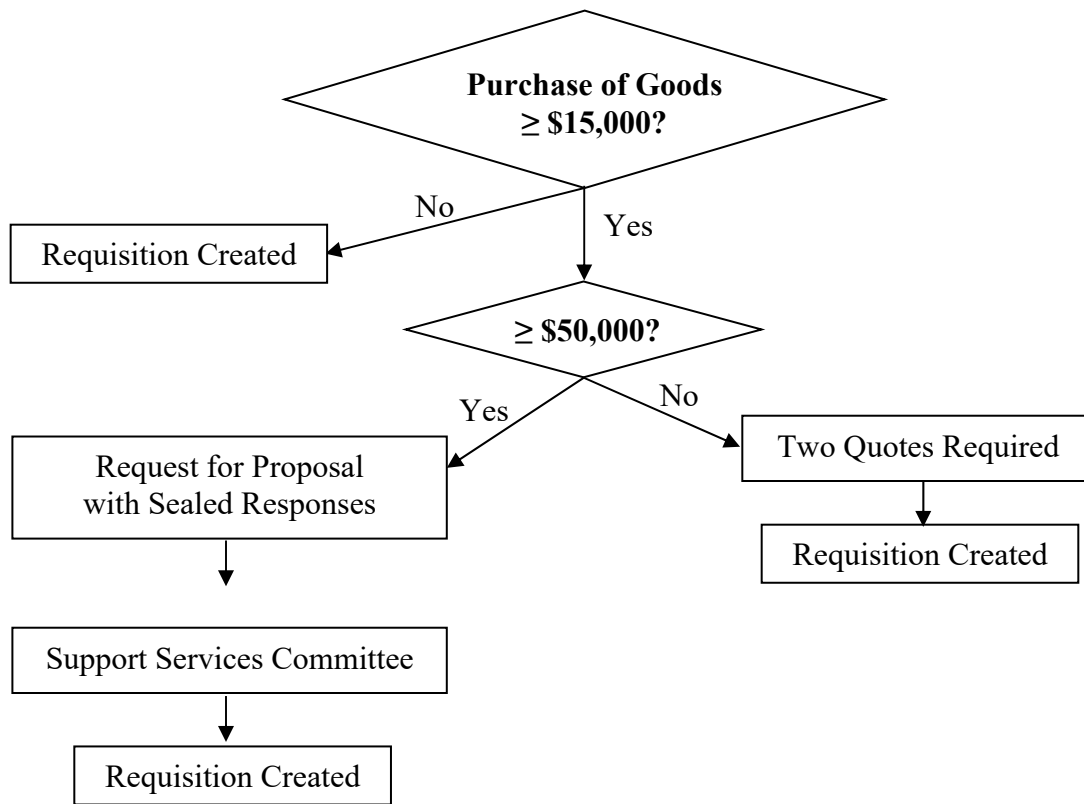
The Superintendent of Schools or designee shall approve all purchases made in the name of the school district except those authorized by direct action of the Board of Education.

No official may make a purchase of goods in the name of the district for amounts of \$15,000.00 to \$49,999.99 for any single item or single group of items without competitive quotes. For purchases of goods or services \$50,000.00 or greater, see the attached flowchart. All bids for public improvement projects whose cost is expected to exceed the statutory minimums shall be made in accordance with the laws of the State of Iowa.

All District employees are prohibited from using the district's charge account with vendors to purchase products and services for personal use.

Adopted: April 13, 1987
Revised: August 12, 2013
Revised: November 13, 2017

Cross Reference: 8072, 8073



Professional Services Contracts – See District directions on professional services contracts.
Public improvement projects are excluded from these requirements since they follow State of Iowa laws.