

Purchasing Equipment

Purchases and related services within the scope of the approved budget may be purchased, as funds are available, without special authorization by the Board. Proposed purchases for goods and services not included in the scope of the approved budget, or special funds, must receive authorization by the Board prior to commitments being made to a vendor.

Equipment, to include transportation vehicles, shall be purchased as may be needed to maintain and further the progress of the school program in accordance with the adopted school budget of expenditures. Goods and services should be purchased in a manner that produces the best cost-savings to the District in relation to the quality and quantity of the goods or services.

When equipment costing more than \$4000 and less than \$100,000 is purchased, it shall be on a proposal basis, unless there is a determination that an emergency exists. In selecting the successful vendor the Board of Education may consider quality, price, and reliability of service.

The Board of Education shall reserve the right to reject or accept any and all proposals, regardless of price. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.

Single equipment items costing less than \$4,000 may be purchased through action of the Superintendent with or without receipt of proposals or bids according to his/her best judgement and within the approved budgetary limits.

The purchasing of textbooks and instructional materials is exempt from the proposal or bidding requirements.

The board may enter into lease purchase arrangements for equipment when it is deemed to be in the best interest of the district.

Adopted: May 14, 2001

Revised: July 10, 2017