

FILE: DJA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 8, 1991 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: October 16, 2003 POLICY TITLE: PURCHASING AUTHORITY
DATE REVIEWED: May 18, 2017
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Procurement of all supplies, materials, equipment, and services paid for from district funds shall be made in accordance with all applicable Federal and State statutes, Medford Area Public School District Board of Education (BOE) policies and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts are established in policy GBCA – Staff Conflicts of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the BOE policy that the district administrator seek at least three price quotations on purchases of more than \$50,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the district. Exceptions would also include if there were not any other vendor to provide the item.

Purchasing Items with Federal Grant Funds

When purchasing items with Federal funds a district shall:

1. Give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;
2. Where appropriate, conduct an analysis of lease versus purchase options and the most economical and beneficial method shall be pursued;
3. Conduct an evaluation of the availability and feasibility of entering into intergovernmental agreements to procure the goods or services required on a shared basis;
4. In the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the district.

General Provisions

The district administrator is authorized to purchase all items within budget allocations.

The BOE should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process or varies materially from the function or scope as budgeted.

The district administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the BOE's attention at the next regular meeting.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped shall be made a part of the bid specifications.

In the interests of economy, fairness, and efficiency in its business dealings, the BOE requires that:

- items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- opportunity be provided to as many responsible suppliers as possible to do business with the district;
- a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- upon the placement of a purchase order, accounts payable shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The district administrator shall determine the maximum expenditure allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The BOE may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

CROSS REFERENCE: GBCA
LEGAL REFERENCE: Section 120.13(5), (33) Wis. Stats.