

Board of Education 4th Class Dist. 2

Purchasing Policy

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, Board policies and administrative procedures. Standards of conduct are established in the Board's Conflict of Interest and Ethics policies. All procurement transactions shall be conducted in an efficient and transparent manner while promoting value for money, fairness and accountable use of the District's resources.

This policy covers all purchases, regardless of value, including but not limited to educational supplies, maintenance and repairs, transportation, services and capital items. Procurement will adhere to the following principles:

- Value for Money: Select suppliers offering the best combination of quality, price and service.
- Transparency & Accountability: All processes must be open, documented and auditable.
- Fair Competition: Encourage multiple quotes where feasible to avoid favoritism.
- Ethical Standards: Avoid conflicts of interest and ensure good administrative practice and sound business judgement.
- Compliance: Adhere to local, state and federal laws. Follow Board of Education policies.

The Principal/Teacher or a Board Member may make a purchase of up to \$500 without approval of the board. Any single transaction over \$500 needs the approval of the Board prior to purchase.

It is the policy of the Board that at least three price quotes be sought on purchases of single items of more than \$ 5,000, except in cases of an emergency or when the items being purchased are such that price negotiations would not result in a savings to the District.

Purchases in a single transaction that total more than \$ 31,000, or are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three such bids and shall require approval of the Board prior to purchase. The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts based on the information provided. The Board reserves the right to reject any and all bids.

Purchases should be made via check, bank transfer or approved school credit card to ensure traceability. All invoices, purchase orders and/or receipts should be kept and turned into the Board Treasurer within three days of purchase.

Approved by the Board of Education 4th Class Dist. 2:

Date: 11/10/25

Signed: [Signature]; Carolyn H. [Signature]; [Signature]
[Signature]; Christine M. Musiel