SERIES 600 FISCAL MANAGEMENT

PURCHASING

The District Administrator or his/her designee shall be responsible for the purchase, storage and distribution of all supplies, materials and equipment for the district.

The District Administrator or his/her designee shall administer a central purchasing system and is authorized to place orders for all items designated in the budget.

Purchases of services or goods shall be made on the basis of bids/quotes when required by law. In addition, whenever feasible, purchases of services or goods in the amount of \$7,500 or more shall be made on the basis of bids/quotes. Bids/quotes shall also be secured for items of lesser amounts whenever this practice could result in monetary savings to the district. Whenever possible, a minimum of two bids/quotes should be obtained.

Whenever reasonable in terms of cost and delivery of goods or services, goods or services shall be purchased from local businesses.

Legal References:	Sections 66.0133 Wisconsin Statutes 120.12(24) 120.13(5) & (33)
Date of Adoption:	November 26, 1996
Date of Revision:	February 15, 2006 October 15, 2014