
BOARD POLICY**DESCRIPTOR CODE: DJE****PURCHASING**

It is the intention of the Board of Education that the School District will purchase equipment, supplies and other materials that best meet the needs of the District at the most economical cost. Generally, a competitive process should be followed for each purchase based on a process to be determined by the Superintendent. The Superintendent or his/her designee shall have the authority to issue regulations, invitations to bid, requests for proposals or other procedures governing the process where there exists no specific state law or State Board rule that must be followed. In addition to price, the process established by the Superintendent may consider performance of the vendor with the School District, performance of the vendor with other customers, the convenience of the vendor to the District, including whether the vendor is a local business, other benefits offered by the vendor, the uniqueness of the product or service or any other factor that may make the acceptance of a particular proposal from a particular vendor in the best interest of the School District.

The Superintendent or his/her designee is authorized to approve any and all purchases from budgeted funds of less than \$5,000.00. For any purchase in excess of that amount, the Superintendent shall provide to the Board of Education written documentation of the competitive process used and the proposals, bids or offers received in response to that process.

At all times, the Superintendent or his/her designee shall follow any mandated processes required by state law, set forth in State Board of Education rules or procedures or regulations of the State Department of Education.

WEBSTER COUNTY SCHOOL DISTRICT**BOARD APPROVED: June 12, 2017**