

PURCHASING

The district administrator, or his/her designee, shall serve as purchasing agent for the South Shore School District. He/she shall be responsible for developing and administering the district's purchasing program.

All purchases should be made at the best price available giving consideration to quality, delivery terms, conformity to developed specifications, and suitability to the requirements of the educational program.

Purchase requisitions shall be used for all purchases, except as otherwise provided.

The district administrator shall be authorized to order items, which are specifically approved in the school district budget without prior approval of the Board. The district administrator shall, however, consult with the Board on all major expenditures and receive the Board's approval.

Specific purchasing guidelines shall be developed for use in the district.

LEGAL REF.: Section 120.13 (5) and (33) Wisconsin Statutes

CROSS REF.: 672-Rule, Purchase Requisition Guidelines
 6372.1, Bidding Requirements
 673, Payment Procedures

APPROVED: June 22, 1988