

672 - Purchasing Procedures

A. Requisitions

The purpose of a requisition process is to ensure that any purchase made by District personnel gains the prior approval of those that are charged with the management of the District's budget. As such, all purchases shall be made through a requisition process outlined by the Director of Business Services unless the purchase mandates another process to be used (such as online credit card purchases for vendors that do not accept purchase orders, checks needed for admission to events, etc.).

B. Reimbursements

District purchases made by District staff using their personal funds shall be minimized as much as practicable. When a staff member makes a District purchase they shall request reimbursement from the District through a procedure prescribed by the Director of Business Services. Such procedure shall include the detailed documentation of the purchase such as an itemized receipt showing the item(s) purchased. The District shall not reimburse staff for any tax paid on the purchase unless the purchase is made from a dining establishment or outside of the state of Wisconsin where the District's state tax exemption does not apply.

C. Vendors & Pricing

It is expected that the District staff member making the purchase will find the best possible vendor and item to meet the District's need. While price may be a large consideration of what to purchase and what vendor to use, it may not be the only consideration. Other items for the staff member to consider include quality of the product or service, the vendor's customer support, delivery timeline, etc. The Director of Business Services shall provide staff with a "Preferred Vendors List" that outlines the vendors with which the District has negotiated discounts. This list will not encompass all of the vendors to be used but should provide staff members with cost-effective options to make typical office and classroom supply purchases.

D. Major Expenditures

Major expenditures for equipment, services, and supplies must be supported by two or more quotations from reputable suppliers before orders are written. Supporting evidence must accompany the order or be on file in the business office when the order is presented for approval.

E. Deviation from Foregoing Procedures

Any deviation from the foregoing procedures must be approved by the Director of Business Services on the merit of each request.

Legal Ref.: Sections 120.12(24), 120.13(5), 120.13(33) Wisconsin Statutes

Approved: March 18, 1997

Revised: November 17, 2011