

PURCHASING PROCEDURES

I. Philosophy

- A. All purchases will be made at the best price available giving consideration to quality, availability and suitability to the requirements of the educational system.
- B. The School District of Brodhead uses a central purchasing system. All items purchased in the name of the School District of Brodhead must be on a standard purchase order signed by the Superintendent.
- C. Those items purchased for school clubs and organizations (non-tax supported groups), are approved and signed by the principal.
- D. The School District shall purchase from local suppliers when possible and competitively priced.
- E. The Superintendent may authorize the issuing of blanket purchase orders to local vendors for frequent, low-cost items.

II. Requisitioning Policy

- A. A staff member must submit a completed "requisition form".
 - 1. All staff, professional and support, will have the requisition approved by their immediate supervisor.
- B. After the requisition is approved, the Superintendent will process the purchase orders.

III. Purchasing Policy

- A. NO PURCHASE CAN BE MADE WITHOUT A SIGNED PURCHASE ORDER.
 - B. If a person personally picks up an item on a purchase order, he/she must:
 - 1. Give the vendor a copy of the purchase order.
 - 2. Sign the invoice and return a copy of the invoice to the District Office.
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- C. Any person ordering free items or items on approval (film, books, etc.) without a purchase order will release the School District of Broadhead from all liability that may occur, including postage. The person making such order will assume all responsibility relative to that item.

- D. All equipment purchased by the District will meet or exceed health and/or safety standards as established by the Department of Industry, Labor, and Human Relations (DILHR) and/or the Occupational Safety and Health Act (OSHA).

Adopted: _____

Last Revision: January 8, 2014

Last Review: December 14, 2016
