

PURCHASING AND BIDDING

1. Purchases under \$2,000 may be approved by authorized staff or designee (as set by the Chief Administrator). Any purchase greater than \$2,000 requires an authorized administrator signature.
2. Any purchase greater than \$5,000 must include an authorized administrator signature and the signature of the Chief Financial Officer or Chief Administrator.
3. Joint purchases with other governmental agencies may be considered in order to take advantage of volume price breaks.
4. Oral or written quotations should be considered for purchases less than \$25,000 where more than one vendor exists. Quotations can be waived for purchases when it is not practical to obtain quotes or when it is deemed that a single vendor can best provide the goods or services. Quotations received should be included in the Purchase Order Request.
5. Purchases greater than \$25,000 must be pre-approved by the Board. The Board can decide to secure quotations, sealed bids, or provide a waiver if it is deemed not practical or when it is deemed that a single vendor can best provide the services or goods. State bids will be considered qualified bids. Included in waivers: Special Education Tuition, Cedar Valley Promise, Perkins reimbursement, Part B flow-through to LEAs.
6. The original copy of all Contracts and Leases should be sent to the Chief Financial Officer. Contracts or Leases under \$10,000 may be signed by the Chief Financial Officer or Chief Administrator as designees of the Board of Directors.

Reviewed: 04-02-14

Amended: 08-12-15

Amended: 07-12-17