

## FISCAL MANAGEMENT

### SERIES 600

Policy Title ...PURCHASING POLICY

Code No. 672

It shall be the policy of the School District to purchase products and services from within the district community provided that such products and services shall be competitive.

The official budget document shall be considered as the authority for all expenditures which are made during the fiscal year. The principal concern of the School Board shall be that the overall expenditure for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

The Superintendent of Schools or his delegated subordinate employee shall approve all purchases made in the name of the School District except those authorized by direct action of the School Board.

No official may make a purchase or contract in the name of the School District exceeding \$10,000 dollars for any single item or single group of items without competitive sealed bids or quotes.

Date of Adoption:  
July 12, 1976  
Amended:  
November 13, 1989  
Reviewed:  
June, 1990  
September 15, 2008

Legal Reference: Code of WI