

The District shall purchase goods and services for District operations in the most efficient and cost effective means available.

In approving purchase, the Superintendent or designee shall obtain goods and services from local vendors whenever possible, providing that price, quality, availability, and service of the local vendor compare favorably with those from non-local vendors.

Under \$3000

The Superintendent and Business Manager or their designee's signatures are required for purchases under \$3,000.00.

Items that would be considered fixed assets and/or competitive in nature should be quoted by phone, catalog or other means by multiple sources to determine best price, except for emergency purchases (see #3650) or when the materials being purchased are of such a nature that price negotiations would not result in a savings to the District.

Approval of said payments will be approved by the Board .

\$3000 to \$14,999 Informal Quotation

The appropriate administrator shall secure written quotes from a minimum of three vendors for all purchasing costing more than \$3000 and less than \$14,999 for:

- a. A single item.
- b. Multiple consecutive purchases of a single item.
- c. Items related in nature.

Approval of said purchases and payment shall be made by the Board.

\$15,000 or Above Formal Competitive Quotation

The Business Manager shall obtain sealed quotes for purchases that exceed \$15,000 for the following:

- a. A single item.
- b. Multiple consecutive purchases of a single item.
- c. Items related in nature.