

PROCEDURE WSD308

WINOOSKI SCHOOL DISTRICT

PURCHASING, BIDS AND QUOTATIONS

All purchases except those exempted by VSA Title 16, Section 559 (textbooks, single source, instructional materials and emergencies) shall follow the procedures outlined below.

1. All purchases of goods and services shall be made by formal purchase order or via school credit card. Each purchase order shall clearly indicate; the item(s)/service to be purchased, the individual initiating the P.O., the budget account to be charged for the purchase, the vendors name and address, and other information requested on the purchase order form. All purchase orders will be entered in the accounting system.
2. Items, or groups of identical or similar items, which cost \$15,000, or less, may be purchased at the discretion of the Superintendent. It is expected that the employee initiating the purchase order will review several sources in order to ensure the lowest price, including transportation costs.
3. Money amounts for purchases shall comply with VSA Title 16, Section 559. The Superintendent/Finance Manager shall prepare bid specifications. The district shall publicly advertise or invite three or more bids for such a purchase. The Board shall award a contract for the purchase to one of three lowest bidders as required in VSA Title 16, Section 559.

Reviewed and Updated: September 30, 2015