

## **672 PURCHASING**

It shall be the goal of the Board of Education and the administration to secure materials, equipment and services for the district at the best prices that can be obtained working within approved budget allotments. In addition to the best price, consideration shall also be given to such factors as the quality of the product, vendor conformity to specifications, service record, delivery terms and general suitability to the requirements and needs of the district. Given equality of service, quality, delivery and price, the District shall purchase, whenever possible, from local suppliers and services.

The District Administrator shall serve as the purchasing agent for the district and shall work with all administrators and staff in carrying out established purchasing procedures.

Except as otherwise provided, any purchase costing \$25,000 or less may be made at the discretion of the District Administrator. Purchases costing more than \$25,000 must be approved by the Board.

Reviewed, revised, and approved by the Board of Education on June 18, 2007.