

ALMOND-BANCROFT SCHOOL DISTRICT
Board Policy Manual

672

PURCHASING

The District Administrator shall be authorized to make purchases for the District in accordance with the approved budget, with the exception of items costing over \$2,500 in value. These items shall be taken to the School Board for approval before purchase.

All purchases shall be made by purchase order signed by the District Administrator. Purchases should be made at the best price available giving consideration to quality, delivery terms, conformity to developed specifications, and suitability to the requirements of the educational program.

LEGAL REF.: Sections 19.59 Wisconsin Statutes
 66.04(2)
 120.13(5), (9m) and (33)
 175.10
 946.10
 946.12
 946.13

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 165, Board Member Code of Conduct
 620, Annual Operating Budget
 621, Budget Implementation
 662.1, Student Activity Funds Management
 662.2, Petty Cash
 673, Payment Procedures
 683-Rule, Asset Management (Capitalization and Depreciation) Guidelines
 690, Disposal of School Property

APPROVED: 1/17/83

REVIEWED: 5/11/93; 12/19/07