

Purchasing Policy

The Board of Education requires that District 99 funds are spent wisely and that all expenditures of funds are in compliance with the requirements of The Illinois School Code. Therefore, the Board of Education directs the Superintendent, or his designee, to establish the procedures necessary to accomplish the following policy of the Board of Education.

1. Purchases Requiring Competitive Pricing

Subject to (A) and (B) below, the Administration shall be authorized to purchase any item specifically budgeted which has a sales price within the budget.

- A. For purchases from \$2,500 to \$4,999, the Administration shall seek either two (2) competitive quotations or competitive bids.
- B. For purchases from \$5,000 to the amount required by law to be awarded through competitive bidding, the Administration shall seek either three (3) competitive quotations or competitive bids.

Awards or rejections of the competitive quotations or bids required by (A) and (B) above may be made by the Administration.

2. Purchases Required By Law To Be Awarded Through Competitive Bidding

For purchases required by law to be awarded through competitive bidding, the Administration shall advertise for sealed bids. Bids shall be awarded by the Board of Education in accordance with the requirements of The Illinois School Code, Prevailing Wage Act, best business practices as outlined in Administrative Regulation 4.60/3310, and all other applicable law, as amended from time to time.

Statutory reference: Illinois Revised Statutes, Ch. 122, 5/10-20.21

Adopted: 4/19/82

Revised: 11/17/97