

Administrative Guide for Purchasing

DJ-R-2

1. When the amount of purchase exceeds \$10,000.00 but is less than \$25,000.00, competitive bids must be obtained. Additionally under the Municipal Fiscal Procedures Act, these bids should be in written form to be acceptable. The statute dictates this bidding procedure on purchased items such as property, buildings, insurance, supplies or materials other than textbooks.
2. When the amount of the purchase exceeds \$25,000.00 a call for bids shall be published at least once in a newspaper of general circulation in the district.
3. It is the desire of the Board of Trustees that district personnel make every attempt to secure the best possible equipment, materials or supplies for the best possible price. Therefore, it is imperative that we make price comparisons prior to purchasing.

When the amount of purchase of equipment is less than \$10,000 but more than \$1,000, it shall be a district requirement that a minimum of two quotes be obtained and attached to the purchase order when submitted for approval. These informal quotes may consist of the following:

- (1) telephone contacts listing the name of the person giving the quote;
- (2) personal contact with a salesperson; or
- (3) a catalog listing of prices from two or more companies

The person initiating the purchase order shall attach written notes on the prices quoted to the purchase order. Since our bulk order supplies are submitted for bids, any emergency purchases will be relatively small and this procedure need not apply.

Instructional materials do not fall into this category and this includes texts and supplementary books, since they are selected on content and are not easily subjected to the bidding process.

Reference: W.S. 21-3-110(viii)

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