

Purchasing and Purchasing Authority

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The district's purchasing program shall serve the interests of the school district and its educational program by providing the necessary supplies, equipment and services.

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the superintendent through the detailed listing of items compiled as part of the budget process and approved by the Board through its adoption of the annual operating budget.

The superintendent shall serve as purchasing agent for the district. He shall be responsible for developing and administering the purchasing program of the district. The purchasing procedures employed by the district shall comply with all applicable laws and regulations of the state as well as Board policies.

Materials, supplies, equipment and services will be purchased by bid whenever it is advantageous to the District.

Whenever, in the opinion of the superintendent, the best interests of the district would be served by the direct negotiation, it will not be necessary to secure bids unless required by state law.

It shall be the responsibility of the district purchasing agent to open all sealed bids, tabulate the bids and notify the bidders about the outcome.

It shall be the responsibility of the purchasing agent to inform the Board of bidding results. The decisions on any deviation from acceptance of the low bid shall be made by the Board.

Reference: Purchasing Policies and Procedures Manual for Wyoming Schools, 1971

Adopted: October 17, 1985