

SCHOOL DISTRICT OF MAYVILLE

PURCHASING

The Business Office shall be authorized to purchase and supervise the purchasing of all materials, goods and supplies for the District in accordance with state law and good purchasing practices.

Wherever it is possible, sealed bids shall be solicited for school supplies and services as needed for efficient school operations that exceed \$3,000. The Board of Education shall authorize the Business Office to develop proper procedures for the preparation of bid specification sheets, publication of bid notices and awarding of bids.

The District is often able to purchase items at lower prices because of its status as a public institution or because of a favorable bidding process. Staff, Board members and community persons are prohibited from purchasing items for personal use through any of the District's accounts or established funds.

No member of the Board or employee of the District shall accept gifts from any person, group or entity doing or desiring to do business with the District. In addition, all business-related gratuities are specifically prohibited, except nominal value advertising items widely distributed.

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

CROSS REF.: Administrative Directive 672, Gifts/Gratuities to School Personnel
623, Budget Implementation
673, Payment Procedures

APPROVED: November 11, 1968; June 21, 1971; October 7, 1991
ADOPTED: July 21, 1971; November 4, 1991
REVIEWED: October 5, 1981
REVISED: June 21, 1971; October 20, 1975; April 19, 1976; June 21, 1976; August 25, 1977; September 15, 1980; October 7, 1991; December 18, 2000

Signatures of School Board Members: _____

