

Business

Purchasing

1. Purchasing Guides

- a. The Administration shall observe all applicable laws and regulations relating to purchases by the District and to the control of its finances and property.
- b. Within the framework of applicable laws and regulations, and with the intent of reaching the instructional goals of the District, purchases and use of materials and services shall be made in accordance with good business practice.
- c. The Chief Financial Officer is responsible for carrying out this policy.
- d. All purchases, acquisitions, leases and other contractual agreements executed by or on behalf of the District, whether funded by District or non-District sources, must conform to these established Administrative Regulations.
- e. The District shall, to the extent possible, make purchasing decisions to conform to Wisconsin Statute 16.72(2)(f) regarding recyclability and ultimate disposition of products.

2. State Contract Purchasing

- a. When advantages of price and quality exist, the Administration may purchase through state contracts, joint purchasing agreements with other governmental agencies and/or consortiums. Administration may also elect to "piggyback" with existing agreements of other agencies and/or consortiums where legally allowed to do so. The Administration shall observe all applicable laws and regulations relating to state contract purchases.

Legal Reference: Wisconsin Statutes § 16.72(2)(f); § 16.73; § 66.0607; § 120.13(5); § 120.13(24); § 779.14(1m)(c)

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