

Stanley-Boyd Area Schools

JAMES B. JONES, DISTRICT ADMINISTRATOR
507 EAST 1ST AVENUE
STANLEY, WISCONSIN 54768
715-644-5534

HIGH SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

MIDDLE SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

ELEMENTARY
507 E. 1st Avenue
Stanley, WI 54768

EARLY LEARNING
CENTER
303 E. Park Street
Boyd, WI 54726
715-667-3221

Administrative Rule: Purchasing and Requisitions

Effective Date: September 6, 2005
Reference: Procurement Policy, Series 800, Board Policy Book
Written By: Jim Jones, District Administrator

Definition

A procurement is the act of obtaining supplies, equipment, construction or services. Procurements include purchases, rentals, lease/purchases, rental/purchases and contracts for services including personal and professional services.

The District Administrator shall act as the procurement officer for the District. In this role he/she shall approve all budgeted supplies and materials within the budget approved by the Board at the annual meeting.

Procedure

1. No purchases over \$50.00 will be made on behalf of the District without a requisition having been properly completed prior to the purchase being made.
 - a. The completed requisition form must include the signature of either me (Jim Jones) or the District Bookkeeper (Sue Kiraly).
 - b. Whenever possible, purchases will be properly processed by the district office prior to being ordered by district office personnel.
 - c. In the event that time or other factors require an order to be made by someone other than the district bookkeeper, the requisition must indicate how the order will be completed (call, fax, etc.) and a brief explanation of why the order could not go through normal processing.
2. Materials purchased at a cost of over \$50.00 will either be returned to the vendor or purchased at the expense of the person responsible for placing the order if the order was not properly requisitioned.
3. Though it may be more convenient to conduct business through oral communication, the written requisition will always be necessary. Thus, no ordering based on verbal approval.
4. Requisitions need to be placed into either Jim or Sue's mailbox in person or via office mail.

Budgets

While budgeting is not an exact science, in general, purchases will be coded in the following manner:

1. Items which are curriculum based should come through the building principals. All orders from faculty for curriculum based materials will be routed first to the principals for approval and then to the district office.
2. Items which are facility based should come through the Custodial Supervisor. These items would include all items purchased by the custodial staff as well as any item which would be considered to be a capital, equipment, or furnishing item. Examples would be desks, chairs, white boards, bookcases, etc.