

**File: DJ/DJF**

## **PURCHASING AUTHORITY/PURCHASING PROCEDURES**

It shall be the purchasing philosophy of Sweetwater County School District #1 that all purchases shall be evaluated so that priority is given to those that contribute best to improved student achievement of the district's exit learner standards and student performance standards for the common core knowledge and skill areas. Purchases will also be carefully investigated to see that each fits into the district's budget framework.

The Board realizes that it is not always possible to purchase exactly what is desired. For this reason specifications are to be developed that will allow a variety of bidding. In the evaluation of bids the philosophy of the Board shall be that the district cannot always purchase the most expensive item nor should the Board always look to the lowest bid, but rather the bid that, in the judgment of the administration and the Board, is in the best interest of the district.

The following procedures are to be followed with regard to purchasing:

1. All purchases or leases made in the name of Sweetwater County School District #1 must be authorized by the Superintendent and/or Chief Financial Officer. Any purchase or lease not so made will be deemed to be a personal purchase and must be paid for by the purchaser. The administrative staff will not be permitted to confirm orders to cover unauthorized purchases. Furthermore, no individual is to order anything for any group using the name of the district without an approved purchase order or a voucher approved for use by the Business and Finance Office prior to purchase.
2. Board approval of the annual budget provides authorization to the Superintendent or his delegated representative to expend amounts for budget items totaling less than \$10,000, providing that procedures outlined in Board policy are closely adhered to in making the purchase.
3. Any such purchase of \$10,000 or more shall require prior approval of the Board, and comply with Board policy on purchasing. All purchasers shall obtain competitive bids when any school building is to be built, when any repairs, additions or improvements costing more than ten thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00) are to be made to any school building, facility or other district property, or when any purchase of insurance, supplies or materials, other than textbooks costing more than ten thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00) is contemplated unless precluded by other regulation or statute. If the amount exceeds twenty-five thousand dollars (\$25,000.00), a call for bids shall be published at least once in a newspaper of general circulation in the district. The district shall reserve the right to reject any and all bids and to waive irregularities and informalities in the bidding. No contract shall be divided for the purpose of avoiding this.

Items for which bids must be obtained may be described in the published call for bids by stating general requirements and making detailed specifications available to prospective bidders at the district's Central Administration Building.

### Purchase of Government Surplus Property

The Board shall purchase whenever advisable government surplus property offered for sale.

The Board shall appoint surplus property officers for the district who shall be responsible for the purchase of such property in accordance with the Board's purchasing policies.

Portions adopted 2/14/77, 7/11/ 77

Revised 12/14/92, 4/8/98, 4/10/00,  
7/15/15

Legal Refs.: W.S. 21-3-110(a)(viii)  
Wyoming Education Policies Reference Manual, Codes , DJA, DJF, DJC

Cross-referenced: DJ/DJF – R

School District #1, Sweetwater County, WY