

PURCHASING POLICY

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1. The District business manager shall see that all purchasing is done in the interests of economy and efficiency. Where feasible, purchases shall be made by open bid. Suppliers within the District shall be allowed contracts where practical and consistent with Board policy for economy and efficiency.
2. All purchases that exceed \$5,000 and are of a discretionary nature will be brought to the Board for approval prior obligating the District to expenditure for such purchases.
3. Invoices for goods received shall be approved by the employee who received and accounted for the items received. Such invoices will then be reviewed by the business manager for accuracy and proper pricing. The business manager will be responsible to notify vendors of shortages, improper quality or other billing errors. The District shall promptly pay for properly invoiced goods so as to comply as completely as possible with Wisconsin's prompt payments laws. Early payment discounts will be taken advantage of whenever feasible. To meet these prompt payment goals some checks will be sent out in advance of the regular monthly Board meetings. At least one of the Board members with check signing duties must sign for checks in a check register booklet before any check is released.
4. Certain services may be paid for in advance. Magazine subscriptions, conference registration fees, and lodging deposits are examples of such services. Goods will not be paid in advance unless there is no other way to receive the needed goods at a reasonable cost.
5. A list of all checks written since the last regular meeting will be presented to the Board at each regular meeting. This listing shall be approved by the Board after the treasurer has reviewed the list and given his/her recommendation. Documentation for the list of billings will be available for Board review in the bookkeeper's office.

*Approved: 06/12/62
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Reviewed: 04/17/00*