

ADMINISTRATIVE PROCEDURE

OPERATIONAL SERVICES

Purchases

Fiscal Management - Expenditures

These procedures will be followed for all School District purchases:

1. All purchases of supplies, services, and equipment, except purchases made from the Petty Cash Fund or other revolving funds, and certain food and minor purchases, shall be made through the use of purchase orders or purchase requisitions.
2. All purchase orders or purchase requisitions must be approved by the Supervisor of the District employee making the request for purchase.
3. No commitment for expenditures of School District monies, except from the Petty Cash Fund or other revolving funds, shall be made without a purchase order or purchase requisition according to the following authorization limits:

\$25,000 or more - All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted.

\$5,000-\$24,999 - Two or more competitive quotations, either written or verbal, must be secured.

\$2,000 - \$4,999 - Prior approval of Superintendent or designee must be obtained prior to the purchase.

Less Than \$2,000

Principals, Assistant Principals, Activities Director - Purchase commitments may be made without prior approval of the Superintendent for any budgeted item.

Directors and Maintenance Personnel - Purchase commitments may be made without prior approval of the Superintendent.

Nonbudgeted purchases of any dollar amount require the prior approval of the Superintendent.

Less Than \$100 -

Custodians - Purchase commitments may be made without prior approval of the Principal, Director or Superintendent if the expenditure is within the budget.

Less Than \$10 -

Purchase commitments may be made without prior approval of the Principal, Director or Superintendent if the expenditure is within the budget.

4. No expenditures in excess of \$10 will be reimbursed without an accompanying receipt.
5. When purchasing used equipment, it may not be possible to have competitive quotations. If this is the case, the administration is to try to find appraised cost of the equipment for comparison. If an appraisal is not available, the Board will be notified.

LEGAL REF: 105 ILCS 5/10-20.21.

ADOPTED: September 2, 1997

REVISED: September 19, 2006, December 20, 2011

REVIEWED: August 23, 2013