

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

- A. In order to assist in planning, in allowing the division to get the best bulk prices, and insuring that the schools have the proper seasonal athletic sporting equipment on hand as needed, the following schedule for submitting bid specifications to the business office will be implemented.
1. November - bid requirements submitted for sports commencing in February/March.
 2. February - bid requirements submitted for sports commencing in August/September.
 3. May 1 - any bid requirements for August/September sports not handled by February 1.
 4. September 1 - bid requirements submitted for sports commencing in November/December.
- B. This procedure would not prevent emergency requisitions from being submitted to replace certain equipment, but would facilitate necessary equipment being on hand initially for the start of the season.
- C. Competitive purchase procedures should be used even on in-school accounts to meet the spirit of board policies and regulations and to get the best prices.

Approved by Superintendent: August 20, 1984