

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Small Purchases

A. Goods and Non-Professional Services

All purchases estimated to be less than \$30,000 in value, shall not be subject to the requirements of the competitive sealed bidding procedures as described in policy 4-32; provided, however, that:

1. For amounts more than \$1,000, but less than \$5,000 on individual items or groups of items, competitive pricing from three sources via catalog or telephone quotes shall be sought (but may be waived by the director for finance due to emergency or time related circumstances).
2. For amounts over \$5,000 but less than \$10,000 on individual items or groups of items, four written or telephone quotations, recorded on quotations request form, shall be sought.
3. For amounts over \$10,000 but less than \$30,000, for individual items or groups of items, four written quotes will be sought and responses will be filed with the finance office to accompany the purchase order.

B. Professional Services

Professional services are defined as work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveys, landscape architecture, law, dentistry, medicine, optometry, pharmacy, or professional engineering. All single or term contracts for professional services estimated to be less than \$10,000.00 in value shall not be subject to the requirements of competitive negotiation procedures as described in School Board Policy 4-35, provided that three telephone or written quotes are sought and filed with the department for finance prior to contracting for services.

Approved by Superintendent: August 2, 1983

Revised by Superintendent: August 1, 1989

Revised by Superintendent: September 2, 1997

Revised by the School Board: February 19, 2002