

4100 CONTRACTS AND PURCHASING

4105 Supplies

Except as set forth below, the acquisition of all furniture, equipment, textbooks, school supplies and other appliances for the use of the District shall be purchased by contract or purchase order approved by the Board. The previous sentence notwithstanding, the Board hereby delegates to the Superintendent or his/her designee the authority to purchase supplies costing less than \$15,500. Purchases for amounts less than \$15,500 but more than \$4,000 shall be made by the Superintendent or his/her designee only after obtaining written or telephonic price quotations from at least three qualified and responsible vendors as set forth in the School Code.

The expenditures made pursuant to this policy section need not be separately approved by the Board, it instead being the intention of the Board to vest in the Superintendent or his/her designee the authority to expend funds for the purposes set forth herein. ~~The Superintendent shall from time to time establish procedures for the implementation of this policy, and upon request by the Board, the Superintendent shall report to the Board details and information concerning acquisitions made pursuant to this policy.~~ **However, the authority given hereunder is intended to be limited to those situations which are of an emergency nature or which are unusual in that the circumstances require an immediate purchase without the opportunity for prior review by the Board.**

The authority delegated to the Superintendent pursuant to this policy is limited to the restrictions of the annual budget adopted by the Board. The Superintendent shall have no authority to authorize the expenditure of any funds not allocated for in the budget. **For every expenditure authorized under this section, the Superintendent shall, at the next regularly scheduled Board meeting following the authorization of said expenditure, deliver a written report to the Board for the purpose of reviewing the actions taken by the Superintendent. The report shall be a separate document citing this section and shall not solely be a part of another report or motion such as bills authorized for payment. However, all expenditures**

1 **authorized by the Superintendent hereunder shall, also, be**
2 **submitted to the Board for approval for payment.**

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4 Adoption Date - September 13, 1999
5 Revised - Second Reading November 8, 2004
6 Revised -
7 Practice -
8 Legal Reference -

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10 LDC/dv
11 DARS/rjf

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