

**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.

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.

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

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<b>WARREN COUNTY SCHOOL DISTRICT</b>	<b>SECTION 4000</b>
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**4100 CONTRACTS AND PURCHASING**

**4110 Miscellaneous Services and Contracts**

The Board hereby authorizes the Superintendent or his/her designee to enter into contracts and to execute purchase orders and work orders for miscellaneous services necessary to the efficient operation of the District and not addressed in the preceding sections concerning grounds, buildings and supplies. In making such expenditures, the Superintendent shall be governed by the same constraints as set forth in the preceding section concerning supplies except that the Superintendent or his/her designee shall not be obligated to obtain written or telephonic price quotations for the provision of professional services costing less than \$10,000 and more than \$4,000.

Adoption Date - SEP 13 1999  
Practice -  
Legal Reference -

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