

**Richmond School District Policy Statement**  
**Purchasing**

**Policy #: 672**

All requests for materials, supplies, services, and equipment must be initiated with a Purchase Order. The District Administrator/Designee will detail procedures for how purchase orders should be prepared. No confirming orders will be placed without specific approval of the District Administrator.

An attempt will be made to achieve maximum price advantage within quality specifications. Efforts shall also be made to realize savings in purchasing and maintenance through standardization of specifications for similar items used throughout the district.

The District Administrator/Designee shall determine the method used for evaluating prices for expenditures less than \$5,000. Bids or quotations shall be required for all purchases equal to or in excess of \$5,000. The District Administrator may approve the purchase of materials, supplies, services, and equipment to a maximum amount of \$15,000. Purchases equal to or in excess of \$15,000 shall be reviewed and approved by the Board. In an emergency situation, the District Administrator may use his/her discretion in making purchases equal to or in excess of \$15,000 and will inform the Board of Education of such purchases.

Legal References:   Wisconsin Statutes    19.59  
  66.0131  
  120.13  
  174.10  
  946.10  
  946.13

Approved:               12/10/01

Revised:                5/14/07