

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with the law, the standards set forth in this policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with Illinois law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the School Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior School Board approval, except in an emergency.

Notwithstanding the above, all contracts and agreements for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, shall be approved by the School Board. Concerning these contracts and agreements, the Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

All contracts for supplies, materials, or work involving an expenditure in excess of \$10,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted.

All contracts for the construction, lease, or purchase of school buildings shall be in compliance with State law and Board policy 4:150, *Facility Management and Building Programs*.

LEGAL REF.: 105 ILCS 5/10-20.21.
820 ILCS 130/0.01 et seq.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:150 (Facility Management and Building Programs)

Adopted: April 3, 1995

Approved: March 21, 2007