

ICCS D Purchasing and Contract Guidelines

Effective January 1, 2019 the following table summarizes expectations regarding purchasing and contracts/agreements¹. If the table provides conflicting information, proceed with the more stringent requirement. Check with the CFO when in doubt.

Dollar amount	Capital Improvement	Quotes/Bidding ²	Contracts/Agreement	No Contract/Agreement
\$1,000,000 or more	Follow State Law, include in Capital Projects Status Report	Competitive Bidding	Prior Board approval required ³ (3d5)	Provide notice to the Board prior to purchase ⁴ (3c4, 3d4)
\$139,000 to \$999,999				
\$100,000 to \$138,999	N/A	2 Formal Quotations	Retroactive Board approval allowed ⁵ (3d5)	N/A
\$77,000 to \$99,999		2 Informal Quotations		
\$25,000 to \$76,999				
\$10,000 \$24,999				
Under \$10,000		N/A		

Related Superintendent Directions

3c4. The Superintendent shall inform the Board in all significant aspects of planning for the construction of new buildings and building additions and for all other PPEL and SILO expenditures exceeding one million dollars.

3d4. The Superintendent shall provide notice to the Board in advance of any General Fund, PPEL, or SILO Fund non-contractual expenditure equal to or greater than \$100,000. Splitting orders to avoid this limit is not acceptable.

3d5. The Superintendent shall receive approval from the Board in advance of execution of any contract or agreement equal to or greater than \$25,000. Splitting orders to avoid this limit is not acceptable.

¹ Any document labeled “contract” or “agreement,” requiring a signature that binds the school district corporation

² Use of pricing that has already been competitively bid is acceptable (such as WSCA, IEC, etc.)

³ Submit a Board item before moving forward with the contract

⁴ Submit a memo to the CFO which can be used to notify the Board prior to the purchase

⁵ Seek permission to sign the contract from the CFO, then submit the signed contract to the next Board meeting