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# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

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Board of Education Policy 4-60

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## OPERATIONAL SERVICES PURCHASING PRACTICES

The Board of Education will purchase competitively, in accordance with law, and seek maximum value for every dollar expended. The purchasing practices of the District shall be such as to benefit the education program. Decisions on purchases shall be based on specifications, which stress good quality within the limitations of the budget, the lowest cost within the specifications, and consideration for the quality of service and promptness of delivery. The following policy shall govern the District's purchasing practices:

1. Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment and services. Purchase of items not included in the budget requires prior approval by the Superintendent or designee except in case of an emergency.
2. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State-required bidding procedures, unless specifically exempted.
3. Telephone quotations, oral quotations or catalog prices may be used to procure materials, which are needed urgently, or for small quantity orders.
4. Written quotations may be used to purchase materials of highly specialized nature and/or when the field of competition is limited. Whenever possible, quotations should be obtained from two or more competitors. The Superintendent or designee may negotiate with vendors or contractors for a discount after quotation.
5. All contractors and suppliers must comply with the provisions of the Equal Opportunity Clause as required by the Illinois Human Rights Act.
6. Guaranteed energy savings agreements or contracts must comply with state law.
7. The process of engaging third party non-instructional services must comply with state law.

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8. All contracts for supplies, materials or work involving expenditure in excess of \$5,000 shall be reviewed and executed by the Assistant Superintendent for Finance and Operations. This includes any and all contracts for purchases from student activity funds.
  
9. The Board will be informed of all contracts for supplies, materials or work involving expenditures in excess of \$50,000.
  
10. Notwithstanding any other provision in this policy, 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 Board of Education. Concerning these contracts and agreements, the Assistant Superintendent for Finance and Operations or designee shall keep a record of:
  - a. Each vendor and the product or service provided;
  
  - b. The actual net revenue and non-monetary remuneration for each contract or agreement; and
  
  - c. For what purpose the revenue was used and how and to whom the non-monetary remuneration was distributed.

The Assistant Superintendent for Finance and Operations or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

When negotiating and entering into contracts for architectural, engineering and land surveying services, the District shall follow the notice, selection and negotiation procedures established by Illinois statute. The Board authorizes the Superintendent to establish procedures to implement a purchasing program consistent with this policy and all applicable laws and regulations.

**Legal References: 105 ILCS 5/10-20/19b, 10-20.21 ad 10-22.25a  
50 ILCS 510/1 et seq.  
105 ILCS 5/10-20.21  
105 ILCS 5/19b-1 et.seq.  
105 ILCS 5/10-22.34c**

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