**DEERFIELD COMMUNITY SCHOOL DISTRICT**

**CODE: 672**
**DATE OF ADOPTION: 11-17-80**
**Updated: 12-19-11**

# PURCHASING

It is the policy of the board to make all purchases when practical on the basis of the lowest price relative to value for goods and services as specified by the board.

All vendors are invited to compete for school district business and permitted to work directly with staff and students when approved by the District Administrator or Building Principals. The Board reserves the right to pre-qualify all bidders, agents or vendors and to disqualify a vendor, or reject the lowest price if:

There is a question or doubt if the vendor or agent can meet the commitment.
The vendor or agent has failed to meet purchase agreements in the past.
The goods or services on the basis of previous experience or knowledge were not satisfactory.

The board desires that open competitive, purchasing practices be employed in obtaining goods and services for the district. Formal bidding procedures will be utilized only when specifically requested by the Board.

LEGAL REFERENCES: Sections 66.0133 Wisconsin Statutes
120.12 (24)
120.13 (5) & (33)

CROSS REFERENCE: Administrative Rule 672.1, Quotation/Bidding Procedures
Board Policy 780, Insurance Management