

**Spearfish School District 40-2**  
**3000 Business and Non-instructional Operations**

Board Policy

Code: 3301

**PURCHASING PROCEDURES**

Authorization

The approval of the annual budget by the Board of Education provides authorization to the superintendent or his delegated representative to expend any or all of the amount appropriated to the limit of the budget category.

Awards of Contracts

State law requires the use of sealed bids or proposals if expenditures for supplies or services exceeds \$25,000 and expenditures for capital improvements exceeds \$50,000. All open-market orders or contracts shall be awarded to the lowest responsible bidder or firm with the lowest quotation or price proposal, provided consideration is given to the qualities of the articles and/or service to be supplied, in addition to the following stipulations:

1. Conformity to specifications.
2. Suitability to the requirements of the educational system.
3. Delivery terms.
4. General reputation of the business firm, the services to be provided to the school district by the supplier.
5. Ability of each company to provide replacement parts for the goods to be purchased.
6. Warranties offered on products.
7. Adherence and conformity to state law and federal regulations (where applicable).
8. Stipulations set forth in board policy elsewhere.

The supplier shall be selected by the purchasing office. Official action of the Board of Education shall be required in accordance with state law or as the Board deems necessary.

This policy is not intended to conflict with or supersede the State Education Codes or Regulations.

Approved	<u>June 16, 1975</u>
Revised	<u>February 9, 1987</u>
Revised	<u>March 23, 1998</u>
Reviewed	<u>December 11, 2006</u>
Reviewed	<u>February 14, 2011</u>
Revised	<u>January 11, 2021</u>