

E.C.S.D. ADMINISTRATIVE REGULATION

PURCHASES BUDGETED

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the superintendent.

District Administrators shall solicit at least two (2) written quotations from independent sources when the contemplated expenditure is more than twenty-five thousand dollars (\$25,000.00) but not more than fifty thousand dollars (\$50,000.00). All quotations received shall be attached to and retained with a copy of the resulting purchase order. Purchases over fifty thousand dollars (\$50,000.00) require formal bid.

In the interests of economy, fairness and efficiency in its business dealings the Board requires that items commonly used in the various schools be standardized to the maximum feasible extent consistent with educational goals of the district. Opportunity shall be provided to as many responsible suppliers as possible to do business with the school district, and the superintendent shall make alternate suggestions to the requisitioner if, in his or her judgment, better server delivery, economy, or utility can be achieved by changing the proposed order.

Upon the placement of a purchase order funds shall be committed against a specific budget line item to guard against the creation of liabilities in excess of appropriations in each budget category.

Legal Reference(s):

NRS 332.039

ADOPTED: 03/10/92

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