

AUTHORITY TO SPEND

PURCHASES IN EXCESS OF \$25,000:

Purchases for supplies or work involving an expenditure in excess of \$25,000 shall be left to the lowest responsible bidder, after due advertisement, except where funds are expended in an emergency and such expenditure is approved by majority of the board. All such contracts shall be executed in the name of the District and based upon approved District specifications.

PURCHASES IN THE AMOUNT OF \$10,000 to \$25,000:

Except where funds are expended in an emergency, requests for all purchases for supplies, materials, or work, the estimated cost of which is in excess of \$10,000, shall be submitted to the Board for approval.

PURCHASES IN THE AMOUNT OF \$5,000 to \$10,000:

The Director shall have authority to purchase supplies, materials, or work, with approval of the Board President. Should the Director be unable to contact the President, the purchase may be made by the Director if the approval of the Vice President of the board is obtained. Should the Director be unable to contact either the President or the Vice President, the purchase may be made with the approval of any Board member.

PURCHASES OF LESS THAN \$5,000:

The Director shall have authority to purchase supplies, materials, or work in an amount not exceeding \$5,000 in each instance. Staff expenditures shall be pre-approved by the Director.

EXCEPTIONS TO BIDDING PROCESS:

The aforementioned bidding requirements shall not apply to purchases which by their nature are not adapted to award by competitive bidding, such as:

- 1: Contracts for utility service such as water, light, heat or telephone.
- 2: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

Adopted: December 5, 2017

Reviewed: September 10, 2024