

D-13 PURCHASING AUTHORITY

The superintendent or his/her designee will serve as the purchasing agent for the school corporation.

For purchases of supplies and/or materials under \$50,000, the purchasing agent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotes.

For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotes from at least three suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven days before the fixed date for receiving the quotes. If a satisfactory quote is received, the purchasing agent shall award the contract to the lowest responsible and responsive bidder. The purchasing agent may reject all quotes received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quote, the purchase may be made by following the process for purchases under \$50,000.

LEGAL REFERENCE: IC 5-22-8-2; I.C. 5-22-8-3, Public Law 195, House 1731,
Effective July 1, 2007

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/01/72

REVISED: 06/12/79, 11/09/89, 06/11/98, 07/06/04, 08/09/07