

## BIDDING REQUIREMENTS

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Every effort shall be made to secure equipment, materials and services with the desired quality at the least cost.

The official budget document shall be considered as the authorization for all expenditures, which are made during the fiscal year. Expenditures for any one fund shall not exceed the budgeted amount for that fund without a specific Board of Education motion and any other statutory requirements.

Quotes shall be used as often as possible for purchases of equipment, materials and services or when specifically ordered by the board.

Bids are not required unless there are federal or state mandates to do so, or as otherwise specifically ordered by the board. In the event that the bids are utilized, bidding shall be done pursuant to statutory provisions.

Legal Ref.: Section 62.15 Wisconsin Statutes

Initial Adoption: 6/28/21

Final Adoption: 8/9/21