

**SCHOOL DISTRICT OF WAUKESHA  
Waukesha, WI**

#3300

**PURCHASING POLICY**

The board shall assume no financial obligation for the purchasing of materials, goods, supplies and services unless prior written approval has been given by the appropriate administrators in accordance to procedures which have been established by the board and the administration. The superintendent shall present purchasing guidelines to the board for adoption that will include general guidelines, bids and quotations, emergency purchases as well as purchasing rules and regulations.

References: Wisconsin Statutes 118.12, 120.13 (5)(9)(9m)(33), 946.13

Adopted: March 11, 1981  
Amended: September 9, 1981  
October 12, 1994  
Last Review Date: December 2001