

**P6220**

## **PURCHASES OF SUPPLIES AND MATERIALS**

The business manager 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 offer. The purchasing agent may reject 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.

Refer to AG6220 for procedures.

LEGAL REFERENCE: I.C. 5-22-8-2  
I.C. 5-22-8-3

ADOPTED: