

**Nerstrand Elementary School Policy 803.1**  
**Independent Charter School District #4055**  
Adopted: 8/23/2002

**803.1 Purchasing Policy**

It shall be the policy of the Nerstrand Elementary School to purchase products and services from within the District community provided that such products and services shall be competitive in cost and of equal quality.

The official budget document shall be considered as the authority for all expenditures, which are made during the fiscal year. The principal concern of the Board of Directors shall be that the overall expenditure for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

The business manager shall approve all purchases made in the name of the School District except those authorized by direct action of the Board of Directors.

If the amount of the contract is estimated to exceed \$5,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular governing body.

If the amount of the contract is estimated to exceed \$500 but not to exceed \$5,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding.

If the amount of the contract is estimated to be less than \$500, the contract may be made either upon quotation or in the open market, at the discretion of the governing body, but, so far as practicable, shall be based on at least two quotations.

***Legal Reference:***

Minnesota Law, Chapter 471.345