

**Battenkill Valley Supervisory Union
Arlington School Town District
Sandgate School Town District**

**PROCUREMENT POLICY
Code E15**

When procuring property and services, every effort should be made to ensure that the price and is fair and reasonable as outlined below:

1. When a school construction contract exceeds \$500,000, the Battenkill Valley Supervisory Union Board and its member school districts shall follow the state regulations governing construction bids as outlined in T.16, section 559.
2. When procuring property or service regarding the construction, lease or improvement of school property, any item for supply, equipment, maintenance or repair or transportation of students, or a contract for maintenance, transportation or repair services in excess of \$15,000, the school board shall publicly advertise or invite three or more bids. These bids will be opened publicly and approved by the school board.
3. When procuring property or services under \$15,000:
 - A. A purchase order must be approved by the Superintendent or designee before ordering or procuring any service.
 - B. Purchases orders will be reviewed to verify funding in the budget, to ensure the best available price is used, and to avoid purchasing of unnecessary or duplicative items.
 - C. Purchases in excess of \$5,000-\$15,000 will use the competitive bid process.
 - D. Purchases using federal funds from \$1-\$5,000 will need to use one of the following Procurement Methods: Small Purchase, or Non-competitive Proposals. Purchases under \$3,000 may also use the Micropurchase method.
 - E. All quotes will be kept with the purchase order for future reference.
4. Conflict of Interest.
 - A. No School Board member shall vote on any contract or purchase in which he/she has a direct or indirect interest.
 - B. No School Board Member or employee shall solicit or receive any gift or compensation for recommending or voting to procure any service, thing or supply purchased with public funds.

	Date Adopted	Date Revised
Battenkill Valley Supervisory Union	12/17/2014	12/9/15
Arlington Town School District	11/19/2014	11/18/15
Sandgate Town School District		