

OPERATIONAL SERVICESFISCAL MANAGEMENT – EXPENDITURES - Purchases

The purchasing practices of the Regional Office of Education shall be such as to benefit the services and programs. Decisions on purchases shall be based on specifications, which stress good quality within the limitations of the budget, the lowest cost within adherence to the specifications, consideration for the quality of service, and promptness of delivery.

1. Adoption of annual budgets authorizes the Regional Superintendent or his/her designee to purchase budgeted supplies, equipment, and services.
2. Telephone quotations, verbal quotations or catalog prices should be used to procure materials which are needed urgently or for small quantity orders involving relatively little money.
3. Written quotations should be used to purchase materials of highly specialized nature and/or when the field of competition is limited. Whenever possible, quotations should be obtained from two or more competitors.
4. All contractors and suppliers must comply with the provisions of the Equal Opportunity Clause as required by the Illinois Fair Employment Practices Act.

Approved: 07/01/01