

Feb. 12, 2020

BOOSTERS PURCHASING POLICY

1. USING DISTRICT VENDORS

As our own non-profit, we have significant freedom, with a few exceptions around durable goods:

- A. Furniture, carpeting, anything that might impact the physical structure of the school or grounds
- B. Computers and software
- C. Uniforms and sports equipment

2. PURCHASING APPROVAL AND COMPETITIVE BIDS

- A. Anything that fits within remaining fiscal year budget can be authorized or spent by President, Treasurer or designated board member with spending authority (e.g. Denise Menzies with beautification.)
- B. If outside current fiscal year budget, but under \$500, can be approved/purchased by President or Treasurer.
- C. If outside current fiscal year budget, but more than \$500, board approval required.
- D. If outside budget and more than \$5,000, the purchase requires a minimum of 3 bids/proposals/options with pricing before presenting to board for approval. Exceptions would be unique transactions where there aren't comparable alternatives (e.g. Clint Malarchuk coming to speak.)
- E. For spending with interested parties, where a conflict of interest might arise, any purchases of \$500 or more requires at minimum 2 additional bids (3 total) from competing service providers. This applies to in-budget items as well as out-of-budget.
- F. In cases where multiple bids are required, the board shall have the discretion to choose the best overall option. To be explicit, lowest price is not necessarily the only criteria.

HERE ARE SOME SAMPLE TRANSACTIONS FROM THE 2019/2020
FISCAL YEAR AND HOW THE POLICY MIGHT APPLY:

- Athletic medical cart, requested via Fund-a-Need. WCSD-approved vendor already chosen before request. Fits within budget, no extra approval necessary, can be paid for directly by boosters
- 5 laptops, requested via Fund-a-Need. WCSD-approved vendor already chosen before request. Fits within budget, not extra approval necessary. Because computers must be purchased through the school (must fit within IT support requirements,) check made to WCSD, who makes the purchase.
- Merchandise for sales at home sporting events. Currently using Teamworks as supplier, not an approved WCSD vendor. May want to apply a \$threshold for competitive bidding.
- 25 standing desks for school. Use School Specialty, who sources using WCSD-approved vendors. In budget, so no additional board approval needed.
- \$5,000 for motivational speaker. Out of budget, so requires board approval. Unique vendor, so competitive bid not required.
- \$16,000 in deposits for crab feed venue. In budget, so no extra board approval needed. Should consider at least 3 options before choosing vendor.
- \$10,000 for Naviance. Out of budget, so requires board approval. Staff checking with WCSD to approve vendor. If vendor approved, no need for competitive bids.
- \$1,800 for college prep services. Out of budget, so requires board approval. Below threshold for competitive bidding
- \$2,500 for Rob Green as auctioneer. In budget, so no extra board approval needed. Below threshold for competitive bidding. If he were an interested party, would need at least 3 bids/options.