

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

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PURCHASING GUIDES

The purchasing practices of the Vigo County School Corporation shall be such as to benefit the educational program, yet shall be within the framework of sound legal authority and good business practices. To accomplish this result, any recommendation on purchases shall be based on:

1. Specifications which stress good quality within a framework of budget limitation, standardization of equipment, and such other items as may be defensible.
2. The lowest cost which adheres to the specifications.
3. Consideration for the quality of service rendered by the supplier.
4. Promptness of delivery when ample time has been given for the supplier to comply with the purchase order.
5. A maintenance history of the item.
6. Defensible opinions of those members of the staff who assume responsibility for care, maintenance, and operation of the equipment.

The Superintendent of Schools or designee shall develop procedures of purchases to be made from money derived from school sponsored activities, so as to assure the solvency of any fund from whence purchases are to be made.

Adoption Date: October 12, 1977

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