

TITLE: LOCAL PURCHASING		NUMBER: 309.0
Initiated by: SUPT. BRENT ORR and SYLVAN BUTLER		_____ New
Proposal Date: OCTOBER 19, 1995		
Approval Date: NOVEMBER 16, 1995		__X__ Revised

Revised: July 21, 2005
 by: Superintendent Geoffrey M. Thomas & Varr Snedaker
 Approval Date: August 18, 2005

Wherever possible, purchases of goods and services for use in Madison School District schools will be from local vendors or through national concerns with local offices. Priority will be given first to firms operating within Madison School District boundaries, then to firms operating in the Upper Snake River Valley.

Nonetheless, local vendors must be competitive in both price and quality with non-local vendors to receive consideration under the following guidelines:

1. Local vendor quote is the lowest price or within 10% of the lowest telephone quote for purchases under \$5,000.
2. Local vendor quote is the lowest price or within 5% of the lowest written quote for purchases from \$5,000 to \$24,999.

This policy applies to purchases made by all schools and departments in Madison School District #321, including the following:

1. Purchase of all items under \$5,000.
2. Service contracts of less than \$5,000.

This policy includes all accounts in the district, including student body and activity accounts, special and earmarked accounts, etc.