

Purchasing

The Director is authorized to make purchases up to \$2000.00 without board approval. Any purchase over \$2000.00 must be board approved in an open board meeting.

Any purchase over \$2000.00 must have documentation showing prices of comparable items.

Any purchase over \$5000.00 must have at least three bids.

Any purchase over \$10,000.00 must go through the RFP (request for proposal) process. It will be posted in a local newspaper and multiple contractors/suppliers will be contact to see if they want to participate in the RFP. The board of directors will open all bids in an open board meeting and will determine the best provider.