

Perrydale School District 21J

Code: **DJC-AR**
Adopted: 4/09/07
Orig. Code(s): 6621 AR

Special Procurements and Exemptions from Competitive Bidding

Contracted services for the district exceeding \$5,000 require three quotes or bids.

A written contract including the date of completion shall be signed prior to approval of the job.

Advance payment, draws, shall be limited to the lesser of 10 percent of the job or \$1,000, unless approved by the superintendent and Board chair when special circumstances arise¹.

A contract will not be paid until the job is completed.

Bills submitted to the District for contracted services shall:

1. Include an itemized list of materials. The district reserves the right to require a copy of the original invoice for any materials and supplies used, should additional verification become necessary.
2. Provide a detailed list of labor billed to the district.

¹This rule is a work in progress. The law sets \$5,000 as the threshold and I am proposing \$3,000 as a reasonable compromise. This would leave Perrydale's administrative rule more restrictive than both the law and most other districts.