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# A Survey of Purchasing Procedures Used in the Public Schools of Illinois

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A SURVEY OF PURCHASING PROCEDURES  
USED IN THE  
PUBLIC SCHOOLS OF ILLINOIS

by  
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Marion L. Zane

EASTERN ILLINOIS UNIVERSITY

July, 1960

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A Paper

Presented

In Partial Fulfillment

of the Requirements for the Degree

Master of Science in Education

This paper has been read and approved by the following  
members of the faculty of Eastern Illinois University:

#### ACKNOWLEDGEMENT

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## CHAPTER I

### INTRODUCTION

"The purchasing responsibility is sometimes defined as buying materials of the right quality, in the right quantity, at the right time, at the right price, from the right source."<sup>1</sup>

One may read the above quotation and think to himself that this business of purchasing sounds quite simple. There are just those five basic requirements to meet and that is all there is to it. Upon closer examination and after giving the matter a little thought, it can readily be seen that each of the five requirements to be met in performing the function of purchasing presents its own set of problems to be met and solved by the purchasing agent. When we add the five sets of problems together, we find that the task of the purchasing agent is not an easy one.

In discussing the duties of the government purchasing agent, Reck says that the function of purchasing is to make maximum use of the dollar in a limited budget, with minimum waste.<sup>2</sup>

While Reck is saying essentially the same thing as was said above in the quotation by Heinritz, it seems that he has the public schools in mind when he says it. Actually this is the problem facing the purchasing agents of our public schools today. It is his job to make the maximum use of the dollar in a limited budget, and many times the budget is quite limited, while keeping waste at a minimum.

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<sup>1</sup> Stuart F. Heinritz, Purchasing Principles and Applications (New York: Prentice-Hall, Inc., 1951), p.13.

<sup>2</sup> Dickson Reck, Government Purchasing and Competition ( Berkeley and Los Angeles: University of California Press, 1954), p. 21.

### Purpose of the Study

It has been the purpose of this study to find out in a general way how the public schools in Illinois carry out their purchasing functions and to see if there are any procedures which they might adopt to give themselves a greater return for their dollar spent.

### Procedures Used in the Study

The following procedures were used in this study in view of the purpose mentioned above.

1. Interviews were conducted with a business manager of a typical public school system in Illinois and with the assistant business manager of a state university in Illinois.
2. A review of periodicals and books pertaining to purchasing in schools was made with regard to purchasing procedures being used.
3. A survey questionnaire was developed and sent to business managers of fifty public schools in Illinois.
4. Schools contacted were asked to supply samples of their purchasing forms to be used in the appendix of this paper.
5. Replies to the questionnaires were evaluated and information furnished was tabulated and interpreted.
6. Conclusions were reached and recommendations were made based on the information furnished by the study.

### Limitations of the Study

This study does not intend to examine all the problems of purchasing for the public schools. It is rather a sampling of the purchasing procedures used by some of the public schools in Illinois.

Questionnaires were sent only to school systems having a business manager listed in the Directory of the Illinois Schools 1959-1960. This one fact limits the study considerably in that there was no inquiry into the purchasing procedures used by schools not employing a business



manager. Here we eliminate almost all of the schools in Southern Illinois.

A questionnaire was sent to only one school in Cook County as a random sampling. In other counties containing more than one school system with a business manager, questionnaires were sent at random, with only one questionnaire going to a county in some instances.

CHAPTER II

PRESENTATION OF INFORMATION FURNISHED BY THE QUESTIONNAIRE

SECTION A: GENERAL INFORMATION

The information for the following section is taken from the questionnaires returned by business managers of the various public schools contacted. A total of 50 questionnaires were sent out and of these, 46, or 92 per cent were returned prior to the date of cut-off for analysis of the information. All statements of comparison and percentages in the following presentation will be based on the 46 questionnaires returned.

Enrollment of Schools Contacted

In an effort to determine the size of the schools from which information was being gathered, the following question was asked of the purchasing agent; "What is the total enrollment of the school or schools served by you?"

To this question there was a rather large variance in the answers received. The enrollment of the schools contacted ranged from 500 to nearly 19,000. This information is shown in detail in Table I.

Who May Act as Purchasing Agent

Of the 46 schools reporting, 37, or 80.4 per cent have the business manager as the authorized purchasing agent. Purchasing for the remaining 19.6 per cent of the schools is done by such as the assistant superintendent, the director of finance, the business assistant, the superintendent, or a combination of these people.

TABLE I

ENROLLMENT OF SCHOOLS SERVED BY PURCHASING AGENT<sup>3</sup>

Enrollment	No. of Cases
500 - 750	2
750 - 1,000	4
1,000 - 2,000	4
2,000 - 3,000	9
3,000 - 4,000	8
4,000 - 5,000	3
5,000 - 6,000	3
6,000 - 7,000	3
7,000 - 8,000	3
8,000 - 9,000	0
9,000 - 10,000	3
10,000 - 11,000	1
11,000 - 12,000	1
12,000 - 18,000	0
18,000 - 19,000	2

It appears that some of the positions mentioned above may be very nearly the same with the difference being primarily in title only. This information is summarized in Table II.

In 38, or 82.6 per cent of the schools the purchasing agent makes

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<sup>3</sup> The number of schools served by a single purchasing agent ranges from 1 to 35, with 9 serving only one school and 37 serving more than one.

all purchases for the school. The primary exception to this seems to be that in some schools, 29, or 63 per cent of those reporting permit persons other than the purchasing agent to buy "small items" chargeable to the school without following regular purchasing procedures.

TABLE II  
WHO IS AUTHORIZED TO ACT AS PURCHASING AGENT

Person Authorized	No. of Cases	Per Cent of Total
Business Manager	37	80.4
Superintendent & Business Mgr.	2	4.3
Superintendent	1	2.2
Assistant Superintendent	4	8.7
Director of Finance	1	2.2
Business Assistant	1	2.2

Limits of the Budget

In making maximum use of his dollar, the purchasing agent must be constantly aware of the limits of his budget.

In commenting on their respective budgets, 45, or 97.8 per cent of the people replying said that they have a policy of periodically reviewing their budget. This review of the budget is done by various school officials and at varying periods of time. Table III shows who reviews the budget, and Table IV shows how often it is done.

TABLE III  
WHO REVIEWS THE BUDGET

Reviewer	No. of Cases	Per Cent of Total
Business Manager	12	26.1
Superintendent and Business Manager	19	41.3
Superintendent, Business Manager and Ass't. Superintendent	1	2.2
Superintendent, Business Manager and Principal	3	6.5
Superintendent, Business Manager and Board of Education	5	10.9
Business Manager and Principal	2	4.3
Business Manager and Board of Education	2	4.3
Board of Education	1	2.2
No One	1	2.2

TABLE IV  
HOW OFTEN IS BUDGET REVIEWED

Period of Time	No. of Cases	Per Cent of Total
Monthly	38	82.6
Quarterly	3	6.5
Semi-annually	1	2.2
As needed	4	8.7

When asked about additional funds, 40, or 87 per cent of the people replied that if funds as appropriated were exhausted, they would have access to contingent funds of some kind. Six, or 13 per cent said that they have no funds available other than as appropriated in their budget.

The question of a dollar-limit on purchases brought a wide range of answers concerning the amount of the limit. Regarding the limit itself, 27, or 58.7 per cent said that they do have a dollar-limit on what they may purchase, 17, or 37 per cent said that they have no limit, and 2, or 4.3 per cent did not choose to answer this question.

As to the amount of the limit imposed upon the purchasing agent, the answers ranged from \$25 to \$500. Table V shows a detailed breakdown of this information.

TABLE V  
DOLLAR LIMIT ON PURCHASES

Limit	No. of Cases	Per Cent of Total
\$ 25	1	2.2
50	2	4.3
100	2	4.3
200	1	2.2
300	1	2.2
500	6	13.0
No Limit	17	37.0
No Answer	2	4.3

SECTION B: REQUISITIONING

When asked about the requisitioning of materials, 100 per cent of those replying said that they have an established procedure for handling requisitions. Forty-three, or 93.5 per cent have a special requisition form which they use in requesting materials.

Most of the schools indicated that they have a definite person or persons who may submit a requisition for materials to the purchasing agent. Table VI summarizes this information.

TABLE VI  
WHO MAY SUBMIT REQUISITIONS<sup>4</sup>

Person Submitting Requisition	No. of Cases	Per Cent of Total
Principal	39	84.8
Department Heads	25	54.4
Instructors	10	21.7
Janitors	13	28.3
Superintendent of Buildings and Grounds	2	4.3
Head Janitor	3	6.5
Supervisors	1	2.2
Any Employee	3	6.5

Twenty-five, or 54.4 per cent said that the people who requisition materials may ask for a certain "brand name" with no other brand being

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<sup>4</sup> Since several different people may submit requisitions, the total number of cases in this instance will exceed the total number of schools replying to the questionnaire.

accepted. However, only 4, or 8.7 per cent said that they always buy the "brand name" asked for. Thirty-six, or 78.1 per cent said that they do not always, and 3, or 6.5 per cent said that they usually buy the brand asked for. Three people gave no answer to this question.

#### SECTION C: SECURING BIDS

One of the most useful tools of the purchasing agent in getting the maximum value for his dollar is the competitive bid. Table VII will summarize some of the information received regarding the securing of bids by the purchasing agent.



TABLE VII  
SECURING BIDS

Question Asked	Answers			
	Yes	No	Other	
Are all purchases made subject to competitive bid?	13	30	3	No Answer
Are all bids open to public inspection?	44	1	1	Only Sealed
Do you maintain a bidders list for vendors of materials used by your school?	38	5	3	No Answer
May a vendor be removed from your bidders list?	42	0	4	No Answer
Do you provide a form to be used by vendors when bidding?	38	5	3	No Answer
Must all bids be submitted on this form?	26	12	8	No Answer
May bids be withdrawn before the order is issued?	21	20	5	No Answer
May bids be revised before the order is issued?	19	22	5	No Answer
May telephone bids be accepted?	11	12	16	In Emergency 1 No Answer 2 On Small Amounts
May telegraph bids be accepted?	14	8	17	In Emergency 1 No Answer 2 On Small Amounts
Must telephone and telegraph bids be confirmed in writing to be valid?	33	7	6	No Answer

In determining to whom bid requests will be sent the purchasing agents said that they refer to their bidders lists, their own experience with the various vendors, the requisition and the directions of the board of education. Table VIII shows this information in greater detail.

TABLE VIII

HOW IS IT DETERMINED TO WHOM BID REQUESTS ARE SENT

Answer	No. of Cases	Per Cent of Total
As specified on requisitions	4	8.7
By the purchasing agent through his experience	11	24.0
By the board of education	1	2.2
Everyone on the bidders list	26	56.5
No answer	4	8.7

When asked if bidders are permitted to see all bids with which their bid is being compared, the purchasing agents gave the following answers. Six, or 13 per cent said yes, before the order is placed; 27, or 58.7 per cent said yes, after the order is placed; 4, or 8.7 per cent said yes, anytime; 1, or 2.2 per cent said yes, after filing a request to do so; 4, or 8.7 per cent said yes, after the bid opening; 1, or 2.2 per cent said yes, at the bid opening; 2, or 4.3 per cent said yes, after the bid is approved by the board of education; and 1, or 2.2 per cent gave no answer to this question. No one said that the bidders were never permitted to see the bids of their competitors. Table IX presents a summary of the above information.

TABLE IX

ARE COMPETING BIDDERS PERMITTED TO INSPECT ALL BIDS

Answer	No. of Cases	Per Cent of Total
Yes, before order is placed	6	13.0
Yes, after order is placed	27	58.7
Yes, anytime	4	8.7
Yes, by filing a request to do so	1	2.2
Yes, after the bid opening	4	8.7
Yes, at the bid opening	1	2.2
Yes, after the bid is approved by the board of education	2	4.3
No answer	1	2.2
Never	0	0

Thirty-one cases, or 67.4 per cent reported that they have some regulation concerning how many bids they are required to have before making a purchase. Table X presents this information in detail.

TABLE X

NUMBER OF BIDS REQUIRED BEFORE MAKING A PURCHASE

Number of Bids	No. of Cases	Per Cent of Total
One	2	4.3
Two	8	17.4
Three	21	45.7
No Regulation	11	24.0
No Answer	4	8.7

Advertising for Bids

Under certain circumstances when the purchasing agent wishes to extend an invitation to bid to vendors other than those on his bidders list, he will advertise for bids. While most of the purchasing agents contacted do advertise for bids, there is a wide range in their policies as to when they are required to advertise for bids. Table XI summarizes the policies of the various schools as to when they are required to advertise for bids.

TABLE XI  
WHEN MUST YOU ADVERTISE FOR BIDS

Answer	No. of Cases	Per Cent of Total
On all bids	4	8.7
Never	13	28.3
As specified by the board of education	2	4.3
As specified by law	1	2.2
When probable cost exceeds:		
\$ 100	1	2.2
200	1	2.2
250	1	2.2
500	12	26.1
1,000	1	2.2
2,000	1	2.2
No answer	9	19.6

After it has been decided that an advertisement for bids will be made, comes the decision as to with whom the advertisement will be placed. This decision is probably a part of the school's operating procedure, but it was indicated that the decision is made by various officials in the different schools. In 23, or 50 per cent of the cases, the business manager makes this decision, however in other schools it is determined by others in the system as shown in Table XII.

TABLE XII  
WHO DETERMINES WITH WHOM TO ADVERTISE

Answer	No. of Cases	Per Cent of Total
Business Manager	23	50.0
Board of Education	12	26.1
Superintendent	2	8.7
Board of Education, Superintendent and Business Manager	1	2.2
No answer	8	17.4

SECTION D: DETERMINING SUCCESSFUL BIDDER

After the bid requests have been returned to the purchasing agent, comes the task of determining the successful bidder. One might say that whoever submits the lowest bid should receive the order, but there are a number of other factors to be considered when analyzing bids.

One case, or 2.2 per cent reported that the lowest bidder always receives the order; 3, or 6.5 per cent reported that the lowest bidder usually gets the order; and 42, or 91.3 per cent said that something

other than low bid is considered when determining the successful bidder. Table XIII summarizes some of the things considered by the purchasing agent when analyzing bids.

TABLE XIII  
THINGS CONSIDERED OTHER THAN LOW BID

Things Considered	No. of Cases	Per Cent of Total
Quality	45	97.8
Service rendered by vendor	38	82.6
Delivery date	33	71.7
Discounts or other terms	18	39.1
Transportation costs	17	37.0
Past experience with bidder	1	2.2

Twenty-five cases, or 54.4 per cent said that they also give some preference to Illinois companies or local vendors, while 19, or 41.3 per cent said that they give no such preference. One case reported that special preference is given to Illinois companies, but only in the purchase of coal.

Thirty-seven, or 80.4 per cent said that the purchasing agent may reject any bid received, while 8, or 17.4 per cent said that he may not, and 1, or 2.2 per cent gave no answer to this question. Only 2, or 4.3 per cent said that if they reject one bid, they must reject all bids.

"If two or more companies return identical bids, how do you determine the successful bidder?" A number of those replying to this question said that this has never happened to them, or that it is not likely to happen,

however they gave answers based upon what they would do under these circumstances. The answers to this question are summarized in Table XIV.

TABLE XIV  
SUCCESSFUL BIDDER WHEN IDENTICAL BIDS ARE RECEIVED

How Determined	No. of Cases	Per Cent of Total
Draw lots	3	6.5
Split the Order	3	6.5
By option of the purchasing agent	25	54.4
By option of the board of education	2	4.3
By geographical location	15	32.6
By past experience with bidder	4	8.7
No answer	4	8.7

SECTION E: PLACING THE ORDER

After the successful bidder has been determined by careful analysis of the bids submitted, comes the next step in the purchasing procedure or the issuing of the purchase order.

Forty-four, or 95.7 per cent said that they use a special purchase order form for ordering, and 2, or 4.3 per cent gave no answer to this question.

Forty, or 87 per cent of those replying said that they split orders to take advantage of the low bid on each item requested, while 2 cases, or 4.3 per cent said that they issue orders to the low bidder on the entire lot on an all-or-none basis. Four did not answer this question.

When asked if the board of education must approve all purchases, 7, or 15.2 per cent replied yes; 36, or 78.3 per cent said no; and 3, or 6.5 per cent gave no answer.

A purchase order issued by a school is not complete unless it carries the signature of some official of the school. Table XV shows who signs the purchase orders for the various schools.

TABLE XV  
WHO SIGNS PURCHASE ORDERS

Answer	No. of Cases	Per Cent of Total
Business Manager	36	78.3
Superintendent	9	19.6
Assistant Superintendent	4	8.7
No answer	2	4.3



CHAPTER III

INTERPRETATION OF DATA

The information obtained from the questionnaires and from publications referred to may be summarized in the following statements.

SECTION A: GENERAL INFORMATION

1. The enrollment of schools contacted ranges from 500 to 19,000.
2. In most school systems the business manager acts as the purchasing agent.
3. In most instances the purchasing agent makes all purchases for the school.
4. Over 97 per cent of the schools have a policy of periodically reviewing their budget, and this is usually done by the business manager, the superintendent, the board of education, or a combination of these.
5. Most schools have access to contingent funds if their appropriated funds are exhausted.

SECTION B: REQUISITIONING

1. All schools have an established procedure for requisitioning materials, including a special requisition form and a specified person or persons who submit the requisitions to the purchasing agent.
2. Most purchasing agents do not always buy the "brand name" asked for on the requisition.

SECTION C: SECURING BIDS

1. Most schools provide a form for bidding although only about half require that all bids be on their form.
2. Only about 28 per cent of the schools make all purchases subject to competitive bid.
3. Nearly all purchasing agents maintain a list of prospective bidders, and they all reserve the right to remove the bidders from the list.

4. Over 95 per cent said that all bids are open to public inspection.
5. About half of those commenting said that bids may be withdrawn or revised before the order is issued, and an equal number said that they may not.
6. Telephone and telegraph bids are accepted by about half of those reporting, but in about 35 per cent of the cases it must be in an emergency.
7. About 71 per cent said that telephone and telegraph bids must be confirmed in writing to be valid.
8. Most purchasing agents rely on their own experience with vendors and on their bidders list in sending out requests for bids.
9. Over 97 per cent allow competing bidders to inspect all bids, although the circumstances under which this is done may vary.
10. There is no over-all regulation as to the number of bids required although most schools specify some number for their own system.
11. About 48 per cent indicated that they are required to advertise for bids under certain circumstances, while about 28 per cent said that they are not required to advertise for bids.
12. In about 75 per cent of the cases, either the business manager or the board of education decides with whom to advertise for bids.

#### SECTION D: DETERMINING SUCCESSFUL BIDDER

1. Over 90 per cent reported that they consider things other than low bid when determining successful bidder.
2. About half of those reporting said that they give some preference to Illinois companies or local merchants when awarding orders.
3. Over 80 per cent said that they may reject any bid received.
4. When identical bids are received, the order is awarded at the option of the purchasing agent in over 50 per cent of the cases.

SECTION E: PLACING THE ORDER

1. Over 95 per cent use a special purchase order form.
2. About 87 per cent split orders so as to take advantage of low price on individual items.
3. Most cases reported that the board of education does not have to approve all purchases.
4. In over 78 per cent of the cases the business manager signs the purchase orders.

CHAPTER IV

CONCLUSIONS AND RECOMMENDATIONS

Conclusions

1. There seems to be no over-all regulation governing purchasing in the public schools of Illinois.
2. The purchasing procedures seem to be similar in all schools contacted regardless of differences such as size of the school, location of the school, who acts as purchasing agent, etc.
3. Most materials needed by the various school personnel are obtained by following a definite requisitioning procedure.
4. Purchasing agents usually try to secure the "brand name" of merchandise asked for, although not always.
5. It seems that competitive bidding is not being used as much as it might be.
6. Most purchasing agents are allowed to use their own discretion in sending out for bids and in awarding orders.
7. Purchasing agents rely upon their past experience with vendors in making decisions relating to securing bids and issuing orders.
8. Generally speaking, bids are open to public inspection.
9. Most schools use their own specially prepared forms in purchasing, such as requisition forms, bid forms, purchase order forms, etc.

Recommendations

1. A set of general purchasing procedures should be established as a guide for the purchasing agents in all public schools in Illinois, possibly by some department of the office of the Superintendent of Public Instruction.
2. Because of the differences in needs of individual schools, the details of purchasing procedures should be left to the individual schools as much as possible.
3. Each school should have a detailed procedure for purchasing in writing established or approved by the board of education.

4. The superintendent should be directly responsible to the board of education for purchasing with the purchasing agent reporting to the superintendent.<sup>5</sup>
5. Each school should have an established procedure whereby teachers or others may purchase low-cost items which are needed at once without following regular procedures.
6. Purchasing should be based on competitive bidding as much as possible.
7. All bids should be open to public inspection.
8. Purchases should be made from local merchants only if they can supply the quality merchandise desired at the lowest price.<sup>6</sup>
9. Brand names may be used to designate a quality of merchandise desired, especially if the school is small and has no facilities for testing and analyzing goods to determine quality.<sup>7</sup>
10. Purchasing agents should buy the brand name asked for on requisitions unless they can demonstrate that another brand is of equal or better quality.
11. Each school should have a policy of periodically reviewing its budget.
12. Purchasing agents should be allowed to consider factors other than the low bid in awarding an order.
13. Orders should be split so as to take advantage of the low bid on each item requested.
14. All orders should be signed by the superintendent or the business manager.

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<sup>5</sup> John W. Gilbaugh, "Some Purchasing Problems -- and How to Solve Them," Educational Business, (July, 1958), p. 28.

<sup>6</sup> Glenn C. Parker, "Is It Wise to Buy Supplies Locally?" School Management, (May, 1958), p. 60.

<sup>7</sup> H. S. Kent, "Should Brand Names Be Used?" Educational Business, (November, 1957), p. 41.

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APPENDIX

LETTER TO BUSINESS MANAGER

1600 S. 12th Street  
Charleston, Illinois

Dear

In partial fulfillment of the requirements for the degree Master of Science in Education at Eastern Illinois University, I am making a study of the purchasing procedures used in the public schools of Illinois. The study should not only fulfill graduation requirements, but should provide information which will be useful to Superintendents and Business Managers in our public schools.

I will appreciate your reply to the enclosed questionnaire. While I have tried to include questions concerning general purchasing procedures as I see them, I have no doubt missed some important points. If you think of anything else which will be of value in this study, please make a note of it on the questionnaire form. Your reply will be kept strictly confidential, and your suggestions and comments will be greatly appreciated.

Since I have a limited time in which to complete this study, your promptness in returning the questionnaire will be very much appreciated. A stamped-addressed envelope is enclosed for your convenience.

Thank you very much for your consideration and interest in this study.

Very truly yours,

Marion L. Zane

enclosures



QUESTIONNAIRE ON PURCHASING PROCEDURES

GENERAL INFORMATION

1. Please indicate your position in your school system.  Superintendent  
 Business Manager  
 Principal  
 \_\_\_\_\_
  
2. What is the total enrollment of the school or schools served by you?  Less than 500  
 500-750  
 750-1000  
 \_\_\_\_\_
  
3. Who in your system is authorized to act as the purchasing agent?  Superintendent  
 Business Manager  
 Principal  
 \_\_\_\_\_
  
4. Does he purchase for only one school or for all schools in the district or unit?  One  
 All  
 (How Many?) \_\_\_\_\_
  
5. Do you have an established procedure for handling requisitions?  Yes  
 No
  
6. Does the purchasing agent make all purchases?  Yes  
 No
  
7. Do you permit persons other than the purchasing agent to buy "small items" without following regular procedures?  Yes  
 No
  
8. Do you have a policy of reviewing your budget periodically?  Yes  
 No
  
9. Who reviews the budget?  Superintendent  
 Business Manager  
 Principal  
 \_\_\_\_\_
  
10. How often is the budget reviewed?  Monthly  
 Bi-monthly  
 Quarterly  
 \_\_\_\_\_
  
11. If available funds as appropriated have been exhausted, do you have access to any contingent funds?  Yes  
 No
  
12. Is there a dollar-limit on what may be purchased?  Yes  
 No  
 (Amount?) \_\_\_\_\_

QUESTIONNAIRE -- PAGE 2

II. REQUISITIONING

- 1. Do you use a special requisition form for requesting materials?  Yes  No
- 2. Who may submit requests for materials to the purchasing agent?  Principal  Dept. Heads  Instructors  Janitors  \_\_\_\_\_
- 3. May persons requesting materials ask for a certain "brand name" with no substitutions being accepted?  Yes  No
- 4. Do you always purchase the "brand name" asked for?  Yes  No

III. SECURING BIDS

- 1. Are all purchases made subject to competitive bids?  Yes  No
- 2. Do you maintain a bidders list for vendors of various materials used by your school?  Yes  No
- 3. May a supplier be removed from the bidders list?  Yes  No
- 4. Do you provide a form to be used by vendors when bidding?  Yes  No
- 5. Must all bids be submitted on this form?  Yes  No
- 6. How do you determine to whom bid requests will be sent?  As specified on the requisition  Everyone on the bidders list  \_\_\_\_\_
- 7. When must you advertise for bids?  On all bids  Never  If probable cost exceeds \$ \_\_\_\_\_
- 8. Who determines with whom an advertisement for bids will be placed?  Board of Education  Superintendent  Business Manager  \_\_\_\_\_
- 9. How many bids must you secure before making a purchase?  One  Two  Three  \_\_\_\_\_

- 10. May bids be withdrawn or revised before an order is issued?  Yes  
 No
- 11. Are all bids open to public inspection?  Yes  
 No
- 12. Are bidders permitted to see all bids with which their bid is being compared?  Before order is placed  
 After order is placed  
 Never  
 \_\_\_\_\_
- 13. May telephone or telegraph bids be accepted?  Yes  
 No  
 Only in emergencies
- 14. Must they then be confirmed in writing to be valid?  Yes  
 No

IV. DETERMINING SUCCESSFUL BIDDER

- 1. May the purchasing agent reject any bid?  Yes  
 No
- 2. If he rejects one bid, must he reject all bids?  Yes  
 No
- 3. Does the lowest bidder always receive the order?  Yes  
 No
- 4. What may you consider in determining successful bidder other than dollar-amount bid?  Delivery date  
 Quality  
 Services rendered by the vendor  
 Transportation cost  
 Discounts or terms  
 \_\_\_\_\_
- 5. Are Illinois companies or local distributors given any preference in determining successful bidder?  Yes  
 No
- 6. If two or more companies return identical bids, how do you determine successful bidder?  Draw lots  
 Option Purch. Agt.  
 Geog. location  
 \_\_\_\_\_

V. PLACING ORDERS

- 1. Do you use a special purchase order form?  
 Yes  
 No
  
- 2. Must the Board of Education approve all purchases?  
 Yes  
 No
  
- 3. Who must sign purchase orders?  
 Superintendent  
 Business Manager  
 \_\_\_\_\_
  
- 4. Do you split an order to take advantage of low bids on each item or do you issue one order to the low bidder on the entire lot?  
 Split  
 All or none

I. ADDITIONAL COMMENTS

- 1. Please send any available sample forms which you use such as requisitions, bid requests, bid analysis sheets, purchase order forms, etc. These will be used in the the appendix of the paper.
  
- 2. Use the remainder of this page for any suggestions or comments which you wish to make concerning this study.

BUSINESS MANAGERS QUESTIONNAIRE SENT TO

James P. Steinman  
Mendon Community Unit  
Mendon, Illinois

Orlo Smith  
Quincy Public Schools  
Quincy, Illinois

Brad Arney  
Effingham Community Unit  
Effingham, Illinois

Geroge Sisson  
Belvidere Community Unit  
Belvidere, Illinois

John F. Faulkner  
Champaign District 4  
Champaign, Illinois

Esther Blackburn  
Urbana District 116  
Urbana, Illinois

Virgil Jenkins  
Mattoon Community Unit  
Mattoon, Illinois

Rolland H. Lundahl  
Community Consolidated  
Barrington, Illinois

Eugene L. Moody  
Lincolnwood District 74  
Lincolnwood, Illinois

Elsie Meilinger  
Sandwich Community Unit  
Sandwich, Illinois

Alfred Somers  
Clinton High School  
Clinton, Illinois

Robert F. Day  
Wheaton Elementary & High School  
Wheaton, Illinois

C. E. Defenbau  
Lombard Elementary Schools  
Lombard, Illinois

Paul H. Weaver  
Villa Park Elementary  
Villa Park, Illinois

B. R. Oosting  
Hinsdale Elementary & High School  
Hinsdale, Illinois

Dean A. Shinneman  
Downers Grove Elem. & High School  
Downers Grove, Illinois

Erwin E. Hake  
Naperville Elementary & High School  
Naperville, Illinois

Jack A. Monts  
York High School  
Elmhurst, Illinois

Fred Bridfgord  
Kewanee Community Unit  
Kewanee, Illinois

Harry F. Pierce  
Batavia District 101  
Batavia, Illinois

George Babigian  
Dundee Community Unit  
Carpentersville, Illinois

R. W. Schaerer  
St. Charles Community Unit  
St. Charles, Illinois

James J. Hines  
Kankakee Public Schools  
Kankakee, Illinois

David M. Read  
Galesburg Community Unit  
Galesburg, Illinois

Henry R. Kimball  
Libertyville-Fremont Cons. H. S.  
Libertyville, Illinois

W. Robbins  
Zion-Benton Twp. High School  
Zion, Illinois

BUSINESS MANAGERS QUESTIONNAIRES SENT TO

Ralph Brotherton  
Waukegan Twp. High School  
Waukegan, Illinois

Robert P. Newland  
Lake Forest Community H. S.  
Lake Forest, Illinois

Donald C. Callaby  
Grant Community H. S.  
Fox Lake, Illinois

Bernard Myers  
Streator Elementary Schools  
Streator, Illinois

James Williams  
Mendota Twp. High School  
Mendota, Illinois

Richard A. Folk  
Dixon Public Schools  
Dixon, Illinois

Harold R. Mason  
Lincoln Community H. S.  
Lincoln, Illinois

Raymond E. Newton  
Decatur Public Schools  
Decatur, Illinois

S. W. Frey  
Roxana Community Unit  
Roxana, Illinois

Herbert G. Brockmeier  
Edwardsville Community Unit  
Edwardsville, Illinois

Victor G. Anderson  
Granite City Community Unit  
Granite City, Illinois

Vernon C. Ackerman  
Crystal Lake High School  
Crystal Lake, Illinois

J. Merle Wade  
Jacksonville Public Schools  
Jacksonville, Illinois

Lee Noel  
Limestone High School  
Peoria, Illinois

M. R. Reynolds  
Moline District 40  
Moline, Illinois

Virgil Helms  
Rock Island District 41  
Rock Island, Illinois

D. I. Kniepkamp  
Belleville Public Schools  
Belleville, Illinois

Harry E. Boyd  
Springfield Public Schools  
Springfield, Illinois

Loren G. Nall  
Pekin Elementary Schools  
Pekin, Illinois

Loy O. Froman  
Danville Community Consolidated  
Danville, Illinois

Peter Hoogeveen  
Sterling Twp. High School  
Sterling, Illinois

O. Wendell Walden  
Joliet Twp. High School  
Joliet, Illinois

William Armstrong  
Marion Community Unit  
Marion, Illinois

Kenneth Orton  
Rockford District 205  
Rockford, Illinois

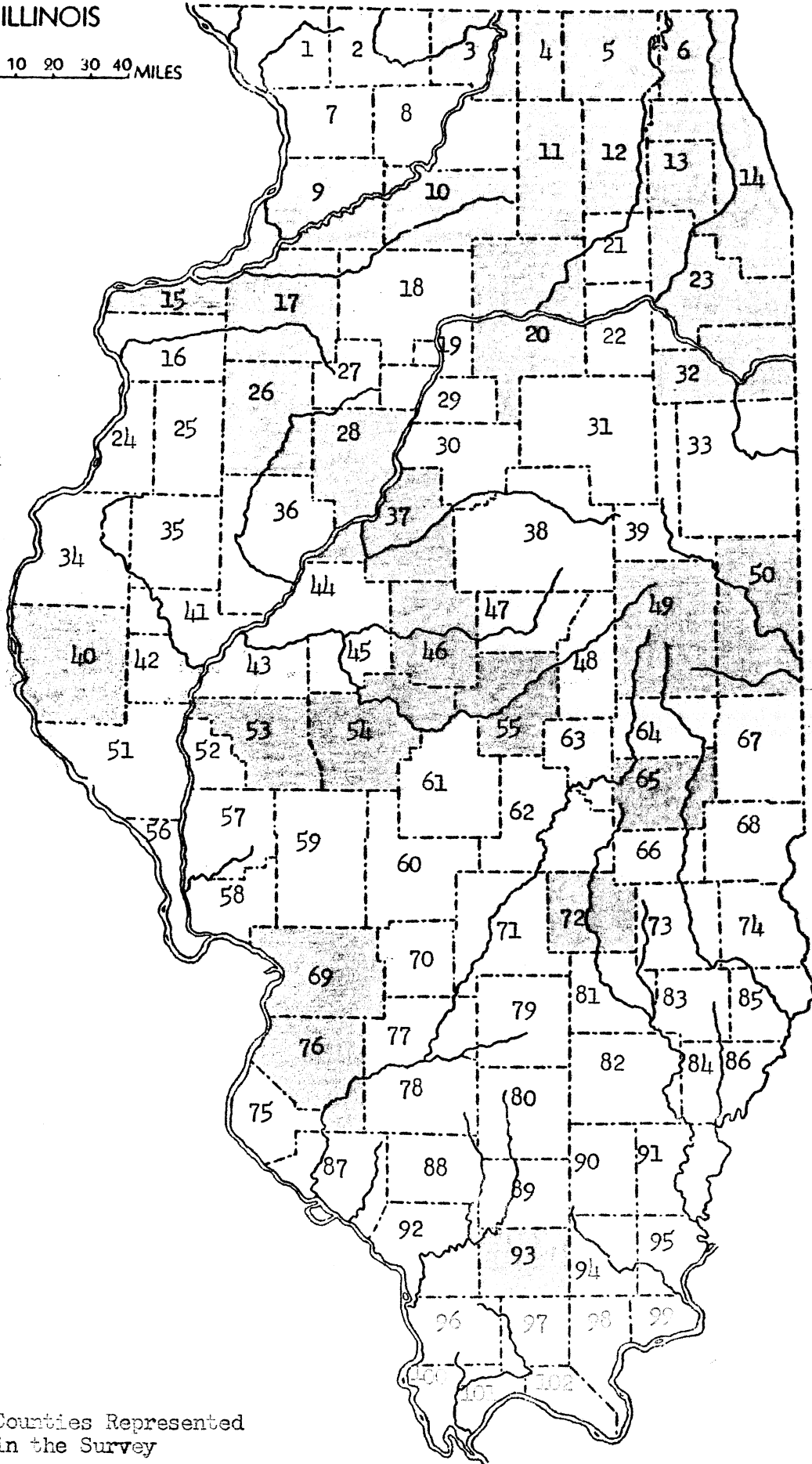
COUNTIES IN ILLINOIS

KEY TO MAP ON PAGE 31

- |                 |                |                |
|-----------------|----------------|----------------|
| 1. JoDaviess    | 36. Fulton     | 71. Fayette    |
| 2. Stephenson   | 37. Tazewell   | 72. Effingham  |
| 3. Winnebago    | 38. McLean     | 73. Jasper     |
| 4. Boone        | 39. Ford       | 74. Crawford   |
| 5. McHenry      | 40. Adams      | 75. Monroe     |
| 6. Lake         | 41. Schuyler   | 76. St. Clair  |
| 7. Carroll      | 42. Brown      | 77. Clinton    |
| 8. Ogle         | 43. Cass       | 78. Washington |
| 9. Whiteside    | 44. Mason      | 79. Marion     |
| 10. Lee         | 45. Menard     | 80. Jefferson  |
| 11. DeKalb      | 46. Logan      | 81. Clay       |
| 12. Kane        | 47. DeWitt     | 82. Wayne      |
| 13. DuPage      | 48. Piatt      | 83. Richland   |
| 14. Cook        | 49. Champaign  | 84. Edwards    |
| 15. Rock Island | 50. Vermilion  | 85. Lawrence   |
| 16. Mercer      | 51. Pike       | 86. Wabash     |
| 17. Henry       | 52. Scott      | 87. Randolph   |
| 18. Bureau      | 53. Morgan     | 88. Perry      |
| 19. Putnam      | 54. Sangamon   | 89. Franklin   |
| 20. LaSalle     | 55. Macon      | 90. Hamilton   |
| 21. Kendall     | 56. Calhoun    | 91. White      |
| 22. Grundy      | 57. Greene     | 92. Jackson    |
| 23. Will        | 58. Jersey     | 93. Williamson |
| 24. Henderson   | 59. Macoupin   | 94. Saline     |
| 25. Warren      | 60. Montgomery | 95. Gallatin   |
| 26. Knox        | 61. Christian  | 96. Union      |
| 27. Stark       | 62. Shelby     | 97. Johnson    |
| 28. Peoria      | 63. Moultrie   | 98. Pope       |
| 29. Marshall    | 64. Douglas    | 99. Hardin     |
| 30. Woodford    | 65. Coles      | 100. Alexander |
| 31. Livingston  | 66. Cumberland | 101. Pulaski   |
| 32. Kankakee    | 67. Edgar      | 102. Massac    |
| 33. Iroquois    | 68. Clark      |                |
| 34. Hancock     | 69. Madison    |                |
| 35. McDonough   | 70. Bond       |                |

ILLINOIS

SCALE 0 10 20 30 40 MILES



Counties Represented  
in the Survey



SAMPLE FORMS  
USED BY PUBLIC SCHOOLS  
IN PURCHASING

## REQUISITIONS

NAPERVILLE PUBLIC SCHOOLS  
Purchase Order Form  
Naperville, Illinois  
LOCAL REQUISITION

To: \_\_\_\_\_

Please deliver to \_\_\_\_\_ the following:

_____	_____	_____
Sponsor	Date	Business Manager (By - Principal)

To the Dealer: Please do not honor this requisition unless it bears the signature of the business manager of schools. Please charge this purchase to

Board of Education  
School District No. \_\_\_\_\_  
Naperville, Illinois

NAPERVILLE PUBLIC SCHOOLS  
Naperville, Illinois

REQUEST FOR PURCHASE OF SUPPLIES AND EQUIPMENT

Request made by \_\_\_\_\_ (School)

DISTRICT NO. \_\_\_\_\_

To be purchased from \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Room No.	Quantity	Description of Articles	Price	Amount
-------------	----------	-------------------------	-------	--------

IS THIS FOR THE BOARD OF EDUCATION? \_\_\_\_\_  
PETTY CASH? \_\_\_\_\_  
IS THIS MATERIAL FOR RESALE TO PUPILS? \_\_\_\_\_  
Textbooks, art Supplies, Ind. Arts,  
Music Supplies, etc.? \_\_\_\_\_

This request must be written plainly by one in authority and forwarded to the Business Office for action. Careful attention to description of articles, source of supply, and cost estimates will facilitate the handling of this request.

\_\_\_\_\_  
Principal



# BOARD OF EDUCATION

SCHOOL DISTRICT No. 118

Belleville, Illinois



ES

Purchase Order No.

## REQUISITION

Requisition No. ....

Date Issued.....

Date Wanted.....

Date \_\_\_\_\_ 19 \_\_\_\_\_

Superintendent of Schools:

The following <sup>supplies</sup> equipment are required for.....  
<sub>work</sub> School

Signed: .....  
 Signature of Principal

### ESTIMATED COST

QUANTITY	DESCRIPTION	UNIT COST	TOTAL AMOUNT	PURCHASE ORDER NO.
	<i>Duplicate</i>			

\$		
\$		

APPROVED:

.....  
 Department Head

.....  
 Superintendent of Schools

.....  
 Department Head

This form, dated, and signed by the person requesting material or services. Definite detailed information must be given for each item. In case of books, give exact title, edition, author, publisher, and business address.

Approved by \_\_\_\_\_  
 Principal

Purchase Approval \_\_\_\_\_  
 Business Office

To be purchased from \_\_\_\_\_

\_\_\_\_\_  
 Address

# Requisition For Materials or Services

Requisition No. **1233**

Purchase Order No. \_\_\_\_\_

## Lincoln Community High School

DISTRICT No. 404

Primm Road, Lincoln, Illinois

Date \_\_\_\_\_ 19\_\_\_\_

QUANTITY	DESCRIPTION	ESTIMATED COST		
	SPECIMEN	\$		
<b>TOTAL</b>		\$		

If supplied from Storeroom, indicate by "S"

Note: All requisitions must be approved by the Principal. All requisitions must be made on this form, dated, and signed by the person requesting material or services. Definite detailed information must be given for each item. In case of books, give exact title, edition, author, publisher, and business address.

Department \_\_\_\_\_

Requested by \_\_\_\_\_  
Department Head

Approved by \_\_\_\_\_  
Principal

Purchase Approval \_\_\_\_\_  
Business Office

To be purchased from \_\_\_\_\_

Address





**WEEKLY REQUISITION**  
EQUIPMENT AND SUPPLIES

LAKE FOREST HIGH SCHOOL

DEPARTMENT \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Date Filed \_\_\_\_\_ Date Needed \_\_\_\_\_ Date Ordered \_\_\_\_\_

Approvals: Building Prin. \_\_\_\_\_ Supt. Office \_\_\_\_\_

Due in Board Office before 4 p. m. on Thursdays. TURN IN WHITE AND PINK COPIES -- PINK FOR BLUE COPY.

FILED	QUANTITY	DESCRIPTION	SUGGESTED COMPANY	APPROX. COST
		<i>3 Copies</i>		
		<i>triplicate</i>		

**NOTE:** Please describe items desired as definitely as possible.

\*One or the other must be stated.

SIGNED \_\_\_\_\_

APPROVED \_\_\_\_\_

Superintendent

**Community High School District No. 115  
REQUISITION**

LAKE FOREST HIGH SCHOOL

DEPARTMENT \_\_\_\_\_

Date \_\_\_\_\_

Quantity	Items Desired	Estimate Cost*	Actual Quotation	Supplies	Equipment	Repl'mnt	Repairs	Name of Suggested Dealer

NOTE: Please describe items desired as definitely as possible.

\*One or the other must be stated.

SIGNED \_\_\_\_\_

APPROVED \_\_\_\_\_

Superintendent



# REQUISITION

REQUISITION NO.

5565  
/ /

## CHAMPAIGN COMMUNITY UNIT SCHOOL DIST. NO. 4 REQUEST FOR PURCHASE OF BOOKS, SUPPLIES AND EQUIPMENT

Request made by..... For..... Date.....  
(Principal or Director) (Name)

Purchase from..... Address.....

Ship to:.....

Quantity	DESCRIPTION	Unit Price	Total Amount	Code

*Duplicate*

Approved for Purchase.....

This request to be written plainly by one in authority and forwarded to the Business Office for action. Careful attention to description of articles, source of supply and cost estimate will facilitate the handling of this request.

Signed.....

for each vendor.

R.W.S.

Official Position.....











# REQUISITION

No. \_\_\_\_\_

CO., DAYTON 1, OHIO, U. S. A. "ZIPSET"

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_

To \_\_\_\_\_  
name of person authorized to purchase

The following supplies are needed for \_\_\_\_\_

At \_\_\_\_\_ by \_\_\_\_\_  
Place to be delivered Date needed

QUANTITY	SPECIFICATIONS	WHERE THEY MAY BE OBTAINED?	PROBABLE COST	REMARKS

**P. O. NO.**

---

**DATE ORDERED**

---

**PRICE**

---



---



---



---



---



---



---



---



---

Approved for purchase

by \_\_\_\_\_ Signature person approving \_\_\_\_\_ Signature of person making request \_\_\_\_\_

\_\_\_\_\_ Official position \_\_\_\_\_ Position

Principal	Principal		APPROXIMATE COST	ACCOUNT NUMBER
-----------	-----------	--	------------------	----------------

Principal of Schools

# REQUISITION

No. \_\_\_\_\_

\_\_\_\_\_  
 City State Date 19\_\_\_\_

To \_\_\_\_\_  
 name of person authorized to purchase

The following supplies are needed for \_\_\_\_\_

At \_\_\_\_\_ by \_\_\_\_\_  
 Place to be delivered Date needed

QUANTITY	SPECIFICATIONS	WHERE THEY MAY BE OBTAINED?	PROBABLE COST	REMARKS

CO., DAYTON 1, OHIO, U. S. A. "ZIPSET"

P. O. NO.

---

DATE ORDERED	PRICE

Approved for purchase

by \_\_\_\_\_ Signature person approving \_\_\_\_\_ Signature of person making request \_\_\_\_\_

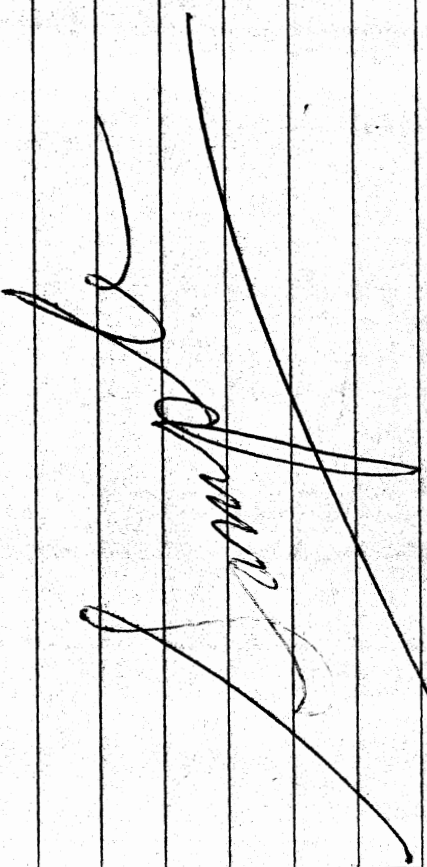
\_\_\_\_\_ Official position \_\_\_\_\_ Position

Superintendent of Schools Principal	_____ _____	ESTIMATE COST ACCOUNT NUMBER
----------------------------------------	----------------	---------------------------------

**PURCHASE REQUISITION**

P. O. NO.

ORDER FROM

DATE WANTED	REQUISITION NO. 797	DATE OF REQ'N.	ACCOUNT NO.	DATE ORDERED
QUANTITY	DESCRIPTION			PRICE
				

PREFERRED SOURCE OF SUPPLY (If Known)

REQ'N. BY

DEPT.

SUPT. APPROVAL

LIMESTONE COMMUNITY HIGH SCHOOL  
PEORIA COUNTY, PEORIA, ILLINOIS

APPROXIMATE COST	ACCOUNT NUMBER

Balance in Account \_\_\_\_\_

Total Amount

Amount of Requisition \_\_\_\_\_

Approved \_\_\_\_\_  
Principal

Approved \_\_\_\_\_  
Superintendent of Schools







REQUESTS FOR QUOTATIONS

MADEIRA COMMUNITY HIGH SCHOOL

NAPERVILLE, ILLINOIS

February 14, 1957

The Naperville Community High is interested in securing quotations on the following items of baseball uniforms and equipment. If you are interested, will you please submit bids according to the schedule below by February 21, 1957:

- 18 Rawlings Style H, All White Flannel Baseball Iniforms  
Extras:  
Scarlet Trim on Pants and Shirts  
6" Scarlet Tackle Twill Block "N" on front of baseball shirts  
8" Scarlet Tackle Twill Block numbers on back of shirts  
(Double Digits on each shirt--total of 36 numbers)
- Total Price of 18 Uniforms  
as described..... \$ \_\_\_\_\_
- 45 Caps, Style A. G. Wool Scarlet Elastic #1480E \$ \_\_\_\_\_
- 18 Pairs JRKTE Rawlings Nylon Durene Baseball Hose  
(Scarlet--Northwestern Stripe in white) \$ \_\_\_\_\_
- 3 Scarlet and White Nylo-Gaberdine Warm-Up Jackets  
(Batavia) Kaska Lined \$ \_\_\_\_\_
- 40 125S Louisville Slugger Bats \$ \_\_\_\_\_
- 5 Dozen Rawlings 80 cc Baseballs \$ \_\_\_\_\_
- 1 Set A.G. Professional Bases, Leather Strap, foam  
rubber (Double Top, Triple A) \$ \_\_\_\_\_
- 1 Bar-Leg Official #1 Plate \$ \_\_\_\_\_
- 1 Official Pitcher's Box, AW 472 \$ \_\_\_\_\_

Johnson & Johnson, 60 Thread Coach Tape (1 1/2") Per case \$ \_\_\_\_\_  
State Number of cans in case \_\_\_\_\_



NO. 2 FUEL OIL FOR STADIUM 1958-59

July 16, 1958

Gentlemen:

If you are interested will you please submit a quotation for No. 2 fuel oil which is to be used in the High School Stadium Building.

Last year we used approximately 6000 gallons.

Please submit your bid to the undersigned not later than AUGUST 1, 1958.

Yours very truly,

Erwin E. Mabe,  
Business Manager  
EEM:CK

NAPERVILLE PUBLIC SCHOOLS  
NAPERVILLE, ILLINOIS

July 16, 1958

TO THE BULK DEALERS ADDRESSED:

The Boards of Education of the Naperville Public Schools have again decided to purchase gasoline directly from tank wagon or bulk dealers.

We have a 1000 gallon tank buried and own our own pump. They are located inside the fence near the stadium. It shall be the responsibility of the supplier of gasoline to maintain a sufficient amount of gasoline in the tank.

During the school year of 1957-58, a total of 17,000 gallons of gasoline was purchased.

If you are interested in supplying gasoline, will you please quote a delivered price in relation to the posted price as of the time of delivery?

As you probably know, schools are required to pay neither state sales tax nor federal tax.

Please have your bid in the hands of the undersigned no later than August 1, 1958.

Yours truly,

Erwin E. Hake,  
Business Manager of Schools  
EEH:OK

Date -

SIGNED

"Request for Bids on Following Items"

Return goldenrod copy to us.  
Retain white copy for your files.

STERLING TOWNSHIP HIGH SCHOOL

1608 FOURTH AVENUE  
STERLING, ILLINOIS

Date \_\_\_\_\_ 19\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bids to be returned to Peter Hoogeveen,

Business Manager by \_\_\_\_\_

Quantity	Unit of Measure	Description and Specification of Articles	School Code	Unit Price	Total Price
<i><u>Triplicate</u></i>					

**General Stipulations**

1. Should include all shipping charges F.O.B. Sterling H. S. Building and delivered during month of May. Payment will be made after July 1st.
2. Bids which have been submitted and opened will not be allowed to be withdrawn.
3. No bids will be accepted contingent upon receiving the award of several items.
4. Bids must be submitted on the above form.
5. If we list the name of certain manufacture of brands or models and you substitute another manufacture please name the company, its brand and model.
6. Prices should not include any taxes from which schools are exempt.
7. All bids must meet specifications listed.
8. All bidders will be notified within two weeks after bids are opened.
9. We reserve the right to reject any and all bids.

Company \_\_\_\_\_

Title \_\_\_\_\_

**FORM FOR PRESENTING BIDS ON NEW SCHOOL BUS BODY TO BE PURCHASED BY  
LINCOLN COMMUNITY HIGH SCHOOL, LINCOLN, ILLINOIS**

Name of firm presenting bid \_\_\_\_\_

Address of firm \_\_\_\_\_ Telephone number \_\_\_\_\_

Full name of body make and model number \_\_\_\_\_

ITEM	MINIMUM REQUIREMENTS REQUESTED	QUALITY OR QUANTITY FURNISHED
<b>CHASSIS SPECIFICATIONS</b>		
Wheelbase	220 inch - approximate	
Engine Size	Min. 260 cu. in. - 150 HP	
Transmission Type	4-speed Syncre-Mesh	
Clutch Size	11-inch diameter	
Rear Axle	2-speed	
Tire Size Front	825 x 20 - 10 ply	
Tire Size Rear & Type	825 x 20 - Snow Mod	
Generator	45-amp. Low cut in	
Battery	70-amp. 12 Volt	
Shock Absorbers	Front yes - Rear yes	
Oil Filter	1½ qt. capacity	
Fuel Tank	30-gallon - required	
1000 cu. in. Reserve Tank	required	
Drive Shaft Guards	required	
Tow Hooks Front		

Trade In: 1950 Chevrolet  
 separate bids on chassis and body  
 one body bid must be on a Carpenter body and another on any other make  
 the bidder wishes to include in the bid.  
 The bids will be opened on Monday, August 10, 1959 at 8:00 P. M.

Signature of bidder \_\_\_\_\_

A 52 Passenger Body, less one row of seats to give 30" spacing and to accommodate 46 passengers, with the following equipment as standard:

1. All Illinois equipment
2. First inspection fee paid by Body Company
3. Curved vistaramic windshield, tinted
4. Large 6 $\frac{1}{2}$ " directional signals
5. Two-piece windows
6. Lettering as requested
7. Adjustable sun visor
8. Outside rear view mirrors
9. 30" x 6" inside rear view mirror
10. Large 3-fan fresh air heater, 80,000 BTU
11. Heavy duty 2-fan rear heater, 40,000 BTU
12. Heavy duty Rub-Bub covered floor boards
13. Triple insulated roof and sides.
14. Heavy-duty door control (cone bearing type)
15. Large flasher lights with manual control
16. Safety tread steel wearplate at entrance
17. Grab handles on seat backs
18. 3500 cu. in. reserve tank for wipers
19. Reflectorized step arm
20. Fire extinguisher, 1 $\frac{1}{2}$  qt. pressurized with gauge
21. First aid kit, 24 unit
22. Rub-Bub covered wheelhousings
23. Upholstered shoulder rest
24. Rub-Bub covered entrance steps
25. Emergency door buzzer
26. Glass in lower section of rear door
27. Right hand defroster, 10,000 BTU
28. Two electric defroster fans
29. Double row of dome lights
30. Snap down steps for windshield cleaning
31. Vacuum operated step arm

P. O. Box 150  
Galesburg, Illinois

TO:

DATE:

ADDRESS:

Please quote below lowest possible prices which must include all delivery charges (including freight, parcel post and express) on the merchandise or services listed. All supplies to be shipped to one stockroom. Samples to be sent as indicated. Quotation will be received at this office until

Yours very truly,

David M. Read, Business Manager

QUANTITY	DESCRIPTION OF ITEMS	PRICE BY UNIT	EXTENDED BY ITEMS

YOU MAY RETAIN ONE COPY FOR YOUR FILES  
THIS IS ONLY AN INVITATION TO BID AND NOT AN ORDER

\_\_\_\_\_ of \_\_\_\_\_  
Name Address

We hereby propose to furnish and deliver to the Storeroom of Community Unit School District No. Four, Champaign County, Illinois at Randolph and Hill Streets, Champaign, Illinois, or to rail siding, subject to the conditions stated in the advertisement and specifications, the attached supplies for the amount stated.

We hereby propose to ship the entire order for the sum of \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature of Person or Authorized Agent

\_\_\_\_\_  
of Corporation, Partnership, Etc.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

CHAMPAIGN COMMUNITY SCHOOLS

Unit District No. 4

Champaign, Illinois

CUSTODIAN SUPPLIES

QUANTITY	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
200 qt.	Ammonia			
4 cases	Bar Soap (hard water)			
24 each	Baskets, Waste, mahogany finish fibre (or metal) 14" diameter at top, round, tapered, 16" high			
24 each	Baskets, Waste, mahogany finish fibre (or metal), same as above 20" high			
12 each	Baskets, Waste, mahogany finish fibre (or metal), same as above 30" high			
60 each	Brooms, Regular (27# to doz.)			
24 each	Brooms, Heavy Shop (36# to doz.)			
60 each	*Brushes, Counter, horse hair 2 1/8" trim, brush 8" long			
2 each	**Brushes, Floor, 14" w/handle Plastic Bristle, flaged on ends			
2 each	**Brushes, Floor, 18" w/handle Plastic Bristle, flaged on ends			
12 each	**Brushes, Floor, 24" w/handle Plastic Bristle, flaged on ends			
3 each	**Brushes, Floor, 36" w/handle Plastic Bristle, flaged on ends			
10 each	**Brushes, Floor, 24" w/handle Plastic Bristle, stiff center			
6 each	**Brushes, Floor, 36" w/handle Plastic Bristle, stiff center			
48 each	*Brushes, Toilet, stiff Ox Palmetto twisted in wire, 1 7/8" trim, 21" long, Round Head, w/wing			
2 each	Brushes, Wall, w/handle, 6 1/4 x 12", 10' pole			
24 each	Brushes, Radiator, thin wood handle, stiff black hair, 9 1/2 long, 30" overall			



QUANTITY	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
36 each	Brushes, Small Scrub - approx. 2½" x 8", with 1 3/8" trim			
2 each	Brushes, Window - w/handle, stiff, black horse hair, 2½" trim - 10' pole			
10 each	Brushes, Window - heads only stiff, black horse hair, 21" trim			
12 each	**Brushes for Scrubbing Machine (Carnavar), 14"			
12 each	**Brushes for Scrubbing Machine (Carnavar), 19"			
3 each	**Brushes for Scrubbing Machine (Clark), 20"			
50 cases	Bowl Cleaner - Scouring Powder, 1 lb. cans (30 to case (Ajax or equal)			
10 cases	Bowl Cleaner - Closet Flush, 1 lb. cans (24 per case) (Lust-O-White or equal)			
12 each	Buckets, Galvanized (2½ gal.)			
12 each	Buckets, Galvanized (3½ gal.)			
60 each	Chamois, 18" x 30"			
12 bolts	Cheese Cloth, 36" wide (100 yd. to bolt)			
8 cases	Deodorizing Crystals, 1 lb. size (24 per case)			
10 each	Door Mats, Steel Folding, 30" x 48"			
48 each	Door Mats, Rubber, 24" x 32" (Surefoot or equal)			
36 each	Dust Mops (treated) Large Wedge Shape, complete w/54" handle			
100 each	*Dust Mops (treated) Large Wedge Shape - Heads Only			
24 each	Push Mops - 24", Complete (Rubon or equal)			
250 each	Push Mops - 24", Mop-heads only (Rubon or equal)			

QUANTITY	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
18 each	Push Mops - 36", Complete (Rubon or equal)			
250 each	Push Mops - 36", Mop-heads only (Rubon or equal)			
600 yds.	Dust Cloth - Porous Weave (5 yds. per pound)			
48 each	Dust Pans, Black - open top, Heavy, 9" x 13"			
72 each	Dusters, Split, 15" overall Complete			
100 each	Dusters, Split, 15" overall. Heads only			
48 each	Dusters, 24" overall, Long Handle (#207 Rubon or equal)			
100 each	Dusters, 24" overall (Heads only) (Rubon or equal)			
12 each	Fixtures (Towel Paper Cabinet) for multi-fold towels			
6 each	Flexible Coil Wire Closet Cleaner - 6' long			
12 each	Floor Dryers (squeegee) 14" all rubber w/steel center (Fuller or equal)			
1 bbl. or more	Floor Wax (water wax) (13% or 14% carnaba)			
1 bbl. or more	*Synthetic Floor Finish (Fuller's Fullbright or equal)			
15 gal.	Sealer for Gym floor (Hillyard's or equal)			
10 gal.	Sealer for Cement floor (Hillyard's or equal)			
10 gal.	Sealer for Terrazo Floor (Hillyard's or equal)			
65 gal.	Gym finish (Hillyard's or equal)			
2 bbl.	Liquid Soap (toilet use) (50 gal. drum) (Liqua-San or equal)			
1 bbl.	Liquid Soap (mechanics) (50 gal. drum) (Huntington or equal)			
60 cans	Mechanics Soap (Paste) 2 lbs. size (Whiz Paste or equal)			

QUANTITY	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
36 pint	Metal Polish			
2 bbl.	Dust Mop Treatment (Misto or equal (55 gal. bbl.))			
6 each	**Mop Buckets, Round shaped metal, 10 qt. w/wringer. For wax			
6 each	**Mop Buckets on wheels, Round shaped metal, 30 to 35 qt. Detachable wringer (Greerpress wringer or equal)			
6 each	Wringer only for above bucket			
36 each	Mop sticks, Chain fastener 72" handle			
30 doz.	*Mops, 24 oz., 15 ply, 17" long Heads only			
60 each	Pads for Scrubbing Machine, 14", heavy type (Car-Na-Var or equal)			
60 each	Pads for Scrubbing Machine, 19" (Car-Na-Var or equal)			
4 cases	Powdered Pipe Cleaner, 1 lb. cans (24 per case)			
100 qts	Bottles Bowl Cleaner (Jiffy White or equal)			
3 bbl.	Pine Oil Disinfectant for scrubbing (55 gal. to bbl.) (Co-efficient)			
2 bbl.	Scrubbing Soap, Neutral linseed oil soap for linoleum. 55 gal. per bbl (DuPont or equal)			
3 bbl.	Scrubbing Soap, soft., app. 450 lb. per bbl. For asphalt tile (DuBois or equal)			
12 each	Soap Dispensers (qt. size)			
500 each	*Sponges, #1 quality, 10 per lb. (Seawool or equal)			
60 each	Cellulose (Size 4" x 5")			
24 each	Spray gun for mop treatment 1 qt. size (Hudson or equal)			
6 each	Sweeping Compound, Chemical, oil base, 100# containers)			

QUANTITY	DESCRIPTION	BRAND NAME	UNIT PRICE	TOTAL PRICE
36 each	Toilet Plungers, heavy red rubber, 4½" or 5½" in diameter			
24 each	Window Dryers, Squeegee, 10", complete			
24 each	Window Dryers, Squeegee, 14", complete			
60 each	Window Dryer Refills, Squeegee, 10", single rubber (To fit above)			
60 each	Window Dryer Refills, Squeegee, 14", single rubber (To fit above)			
3 bbl.	Washing Powder (300 lb per bbl.) (Puristine or equal)			
750 cases	Paper Towels, Multi Fold, 375 crepe paper towels per pkg. (10 pkgs per case) (Nibroc or equal)			
200 cases	Paper Towels, Single Fold, 3750 Count			
75 cases	Toilet Tissue, Springfield Oval			
125 cases	Toilet Tissue, Round Rolls ( <del>100</del> 50 per case - 2M to a roll)			

\*Send Samples

\*\*Send Literature

**REQUEST FOR QUOTATION  
(This Is Not An Order)**

**COMMUNITY UNIT SCHOOL DISTRICT #303  
St. Charles, Illinois**

Date \_\_\_\_\_ QUOTATION NUMBER \_\_\_\_\_

This Quotation must be in our office no later than

Date \_\_\_\_\_

QUANTITY	UNIT	CATALOG NUMBER & DESCRIPTION	List Price Per Unit	Total Net Cost
		<i>Duplicate</i>		
			<b>TOTAL COST</b>	

NOTE FOLLOWING CAREFULLY

Unless otherwise understood, there are no restrictions on the number of items or the quantity that may be ordered. If substitutes are offered, give full information.

The Board of Education reserves the right to accept or reject any or all bids and the right to accept a counter proposal or bid different from the exact specifications as requested. COMMUNITY UNIT SCHOOL DISTRICT NO. 303 is a political subdivision of the State of Illinois and, therefore, is not subject to any excise taxes imposed by the Federal Government.

Quotation prices effective until (date) \_\_\_\_\_

Above prices are firm if order is placed (Answer YES or NO) \_\_\_\_\_

NAME OF COMPANY \_\_\_\_\_

BY \_\_\_\_\_ Date \_\_\_\_\_

RETURN - Yellow Copy

KEEP - White copy for your file





School District No. 74  
3925 Lunt Avenue  
Lincolnwood, Illinois

SECTION I -- INVITATION FOR BIDS

- A. Bid Proposals: Notice is hereby given that bids will be accepted for all labor and materials by the Board of Education of School District No. 74, 3925 Lunt Avenue, Lincolnwood, Illinois, on the attached listing. The bids shall be received at the office of Eugene L. Moody, Business Manager, on or before 12 p.m. of the date specified in Section II.
- B. All prices are quoted f.o.b., District No. 74, Lincolnwood, Illinois. No collect charges will be paid at school.
- C. Bidders are required to quote items as specified, but may also submit equal or superior products (in which case, product samples must be submitted) providing such products are listed separately and in addition to those called for.
- D. The Board of Education may, at its discretion, accept a total bid or a bid on a specific item.
- E. Bids will be opened at 2 p.m. on the date specified in Section II at Todd Hall, 3925 Lunt Avenue, Lincolnwood, Illinois, in the office of the Business Manager. Bidders are welcome to attend the openings of these bids.
- F. Communications: All communications, requests, etc., shall be addressed to Eugene L. Moody, Business Manager, School District No. 74, 3925 Lunt Avenue, Lincolnwood, Illinois.

School District No. 74  
3925 Lunt Avenue  
Lincolnwood, Illinois

SECTION II

Sealed bids as requested in Section I of these specifications  
for \_\_\_\_\_  
shall be received on or before 12 p.m. on \_\_\_\_\_

Delivery is to be made between 7:30 a.m. and 3:30 p.m. during  
the period \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ only, unless otherwise agreed between purchaser  
and seller.





BOARD OF EDUCATION

SCHOOL DISTRICT NO. 74  
3925 LUNT AVENUE  
LINCOLNWOOD 45, ILLINOIS

INVITATION TO BID ON PIANOS

Instruction to Bidders

Notice is hereby given that written bids will be accepted by the Board of Education of School District No. 74, 3925 Lunt Avenue, Lincolnwood, Illinois, until the hour of 12:00 noon, November 3, 1959, on the items described on the attached sheet.

The undersigned agrees to the following conditions:

1. All prices are quoted f.o.b. Lincolnwood, Illinois.
2. All price quotations are to be made on attached sheet in space provided.
3. No alternate bids will be accepted.
4. The Board of Education may, at its discretion, accept or reject any or all bids.
5. All bids shall be enclosed in a sealed envelope which shall be plainly marked "Bids -- Pianos".
6. Should the bidder have specific questions, call Mr. Moody, OR 5-8234.
7. Bidders are welcome to attend the opening of bids at 2:00 p.m., November 3, 1959, in the Business Office, 3925 Lunt Avenue, Lincolnwood, Illinois.

Signature of Bidder \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

School District No. 74  
3925 Lunt Avenue  
Lincolnwood 45, Illinois

Type of Piano: Kimball, Style #18, School Upright with Bench

Color: Limed Oak

Dimensions: Length, 57"; Width, 25"; Height, 45-1/8"

Casters: Double Wheel, 2" diameter, Ball Bearing, Heavy Duty

Locks: No locks installed on pianos.

State Warranty

No alternates will be accepted.

Prices:

<u>Number</u>	<u>Style</u>	<u>Total</u>
5	Kimball, Style #18, at _____ each	_____
	Less Discount	_____
	Net Price	=====

Alternate Bid "A"

Same specifications as listed above, except trade-in allowance on 3 uprights.

<u>Number</u>	<u>Style</u>	<u>Total</u>
5	Kimball, Style #18 at _____ each	_____
	Less Trade-in Allowance on 3 Stark Uprights	_____
	Less Discount	_____
	Net Price	=====



Alternate Bid "B"

Same specifications as listed above, except trade-in allowance on 3 uprights and one 5'7" ebony Kimball Grand #332623.

<u>Number</u>	<u>Style</u>	<u>Total</u>
5	Kimball, Style #18, at _____ each	_____
	Less Trade-in Allowance on 3 Starck Uprights	_____
	Less Allowance on one 5'7" ebony Kimball Grand #332623	_____
	Less Discount	_____
	<b>Net Price</b>	=====

Note:

The Kimball Grand was rebuilt in 1957. The following work is an itemized list of repairs made:

New Pin Block  
Pins  
Strings  
Repair and refinish sounding board and bronze plate  
New Hammers  
New Hammer Shanks  
Tuning and Adjustments

The work listed above cost \$510.00. This piano may be inspected at Lincoln Hall, 6855 N. Crawford Avenue, Lincolnwood, Illinois.

**PURCHASE ORDER FORMS**

ler as an order.

ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

PLEASE PUT THE ABOVE ORDER NUMBER ON  
YOUR INVOICE

PURCHASE ORDER

TO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

DELIVER TO: \_\_\_\_\_

NAPERVILLE, ILLINOIS

CHARGE AND SEND INVOICE TO: BOARD OF EDUCATION, DISTRICT \_\_\_\_\_  
Harry A. Koss, Supt. of Schools  
Naperville, Illinois

copy goes to teacher or  
individual placing order.

ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

PLEASE PUT THE ABOVE ORDER NUMBER ON  
YOUR INVOICE

PURCHASE ORDER

TO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

DELIVER TO: \_\_\_\_\_

NAPERVILLE, ILLINOIS

CHARGE AND SEND INVOICE TO: BOARD OF EDUCATION, DISTRICT \_\_\_\_\_  
Harry A. Koss, Supt. of Schools  
Naperville, Illinois

3, with the original request attached and approval from Superintendent or Business Manager.

ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

PLEASE PUT THE ABOVE ORDER NUMBER ON YOUR INVOICE

PURCHASE ORDER

TO: \_\_\_\_\_

ADDRESS \_\_\_\_\_

DELIVER TO: \_\_\_\_\_

NAPERVILLE, ILLINOIS

CHARGE AND SEND INVOICE TO: BOARD OF EDUCATION, DISTRICT \_\_\_\_\_  
Harry A. Koss, Supt. of Schools  
Naperville, Illinois



along with pink sheet and is to  
returned to Business Office when  
received and marked by Principal  
for payment

ORDER NO. \_\_\_\_\_

DATE \_\_\_\_\_

PLEASE PUT THE ABOVE ORDER NUMBER ON  
YOUR INVOICE

PURCHASE ORDER

TO: \_\_\_\_\_

Address \_\_\_\_\_

DELIVER TO: \_\_\_\_\_

NAPERVILLE, ILLINOIS

FOR BOARD OF ED.? YES \_\_\_\_\_ NO \_\_\_\_\_  
FOR PETTY CASH? YES \_\_\_\_\_ NO \_\_\_\_\_  
FOR RESALE? YES \_\_\_\_\_ NO \_\_\_\_\_  
(Textbooks, Art Supplies, Ind. Arts  
Music Supplies, etc.?) \_\_\_\_\_

THIS COPY SHOULD BE RETURNED TO THE  
HIGH SCHOOL OFFICE PROMPTLY UPON  
RECEIPT OF MATERIAL WITH THE COPY  
MARKED "OK FOR PAYMENT"

CHARGE AND SEND INVOICE TO: BOARD OF EDUCATION, DISTRICT \_\_\_\_\_  
HARRY A. KOSS, SUPT. OF SCHOOLS  
NAPERVILLE, ILLINOIS

GREEN COPY is filed in Numerical order  
order number.

EXCEL COPY FOR OFFICE  
NUMERICAL FILE

PURCHASE ORDER

Lincoln Community High School

Purchase Order No. 12100

Contract No. 101

(No. must appear on invoice)

17th St., Lincoln, Illinois

Phone

Date \_\_\_\_\_

Ship to \_\_\_\_\_

Address \_\_\_\_\_

Date to be shipped \_\_\_\_\_

Department \_\_\_\_\_

Article No.

Articles, description

Price

Total

STANDARD

Triplicate

Purchase Order

STERLING TOWNSHIP HIGH SCHOOL

Nº 497

1608 FOURTH AVENUE  
STERLING, ILLINOIS

Date \_\_\_\_\_ 19\_\_

To:

Purchase order number must appear on all packages and invoices.

\_\_\_\_\_ *Oil* \_\_\_\_\_  
\_\_\_\_\_

Package label should be marked

attention of \_\_\_\_\_

Ship F.O.B. Sterling High School Building:

Quantity	Unit of Measure	Description and Specification of Articles	School Code	Unit Price	Total Price
		<i>Duplicate</i>			

Our Board of Education meets the second Wednesday of each month to approve all bills. We expect to make payment by the 15th of each month. To do this we need invoices and statements by the 1st of each month. We will deduct from invoices whatever discount you allow even if it is beyond the number of days allowed. If you disapprove please let us know.

Purchase Approval \_\_\_\_\_

Title: Business Manager

**PURCHASE ORDER**

**Community Unit School  
District No. Two  
Mattoon, Illinois**

Order **Nº** ~~4546~~

Your Invoice must show  
this Order No.

To \_\_\_\_\_ 19\_\_\_\_

Ship Via \_\_\_\_\_

Ship When \_\_\_\_\_

Please ship the following PREPAID to: \_\_\_\_\_

**Send all Invoices to Board of Education,  
2601 Walnut Ave., Mattoon, Ill.**

QUANTITY	DESCRIPTION	PRICE UNIT	PRICE TOTAL	CODE
	<i>Sample</i>			

Material has been received or service rendered as described above.

**BOARD OF EDUCATION**

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

# PURCHASE ORDER

## Lincoln Community High School

Purchase Order No. **2000**

Requisition No. \_\_\_\_\_

DISTRICT No. 404  
Primm Road, Lincoln, Illinois

Phone \_\_\_\_\_

(No. must appear on invoices)

Date \_\_\_\_\_ 19 \_\_\_\_\_

To \_\_\_\_\_

Ship to \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Date to be Shipped \_\_\_\_\_

Ship Via \_\_\_\_\_

Department \_\_\_\_\_

Quantity	Catalog No.	Articles, description	Price	Total
		<b>SPECIMEN</b>		\$

<b>TOTAL</b>	\$
--------------	----

Make out invoice to \_\_\_\_\_  
(In duplicate)

Mail invoice to \_\_\_\_\_  
Business Manager

Signed \_\_\_\_\_

Official Position \_\_\_\_\_

**PLEASE SHIP ALL ORDERS PREPAID**

Subject to usual cash discount at the first regular meeting of the Board of Education, following receipt of the bill.



VENDOR COPY

BOARD OF EDUCATION

COMMUNITY HIGH SCHOOL — DISTRICT NO. 88  
DU PAGE COUNTY — ILLINOIS

ORDER NO. **Y**

Order From

Ship To

VILLA PARK, ILLINOIS

York Community High School  
c/o  
355 West St. Charles Road  
Elmhurst, Illinois

Requested by \_\_\_\_\_  
Name Dept.

Ordered by \_\_\_\_\_  
Business Manager

Date

PREPAY ALL SHIPMENTS — Show Above Order No. On All Invoices, Labels, and Correspondence

Quantity	Items	Unit Price	Amount	Our Acc't. Number

Mall All invoices directly to: BOARD OF EDUCATION, DISTRICT NO. 88, VILLA PARK, ILLINOIS

PURCHASE ORDER  
BOARD OF EDUCATION

SCHOOL DISTRICT No. 118  
700 Lucinda Avenue

Our order number must appear  
on all correspondence, ship-  
ments, and invoices.

368

Superintendent of Schools

**PURCHASE ORDER**  
**BOARD OF EDUCATION**  
**SCHOOL DISTRICT No. 118**  
**700 Lucinda Avenue**  
**Belleville, Illinois**

Our order number must appear on all correspondence, shipments, and invoices.

368

Order No.....

Date.....

Terms:

Requisition No.....

ip via.....  
.....  
Superintendent of Schools

TY	DESCRIPTION	PRICE PER UNIT	AMOUNT
	<i>Quadruplicate</i>		

.....  
Superintendent of Schools





**PURCHASE ORDER**

**Nº 7891**

**MENDOTA HIGH SCHOOL  
MENDOTA, ILLINOIS**

Reg. No.

- Show these numbers on all Invoices, B/L, Packing Lists, Correspondence and Containers.

Date

To

Make Shipment

Via

F.O.B.

Please ship the following material subject to conditions specified:

QUANTITY	MATERIAL	PRICE

MAIL ACCEPTANCE OF THIS ORDER IMMEDIATELY AND STATE DEFINITE SHIPPING DATE. If prices are higher than specified do not ship. Notify us. If price is omitted on order it is agreed that your price will be lowest prevailing market price. DO NOT SHIP PRIOR TO ANY SPECIFIED DATE UNLESS AUTHORIZED TO DO SO. No allowance for boxing, packing or cartage unless by agreement. Goods subject to our inspection on arrival notwithstanding payment to obtain cash discount. Material rejected on account of inferior quality or workmanship will be returned for full credit plus transportation charges both ways. We reserve the right to cancel all or part of this order if not completed and shipped in accordance with delivery specifications.

Original White Copy to Vendor, Yellow Copy to Office, Pink to Requisitioner, Blue to Secy. of Board.

Mail Invoice in Duplicate  
with original B/L to  
Office of the Principal  
Mendota High School  
Mendota, Illinois

Board of Education District 280  
MENDOTA HIGH SCHOOL

By \_\_\_\_\_

**Lunch Program Purchase Order**

Community Unit School District No. Two  
Mattoon, Ill.

To \_\_\_\_\_ Date \_\_\_\_\_ Order No. \_\_\_\_\_

Deliver To \_\_\_\_\_

Send all Invoices to: **Board of Education, 2601 Walnut Ave., Mattoon, Illinois**

Quantity	Description	Unit Price	Total Price
	<i>Sample</i>		
	<i>Used by head cooks.</i>	<i>triplicate</i>	

Ordered by \_\_\_\_\_

All bills or invoices to be sent to 301 West Jackson Street, Villa Park.

Deliver to Board of Education, District No. 45 \_\_\_\_\_

School \_\_\_\_\_

This order must be signed by Superintendent of Schools \_\_\_\_\_  
or Business Manager \_\_\_\_\_

Budget Code \_\_\_\_\_

**MIN PUBLIC SCHOOLS**

**BUSINESS MANAGER**

**WHEATON PUBLIC SCHOOLS, DISTRICT 36**  
504 NAPERVILLE STREET  
WHEATON, ILLINOIS

PURCHASE ORDER No. \_\_\_\_\_

send us the following: By \_\_\_\_\_  
When \_\_\_\_\_

**INDENCE,  
BY REORDER  
INOIS**

**DST**

**WHEATON PUBLIC SCHOOLS, DISTRICT 36**  
 504 NAPERVILLE STREET  
 WHEATON, ILLINOIS

Duplicate

DATE \_\_\_\_\_ PURCHASE ORDER No. \_\_\_\_\_

M \_\_\_\_\_

Please send us the following: By \_\_\_\_\_  
 When \_\_\_\_\_

Deliver to \_\_\_\_\_

Send Invoice and all correspondence relating to this order to the Office of the Superintendent of Schools, 504 Naperville Street, Wheaton, Illinois.

PLEASE REFER TO OUR ORDER NUMBER ON YOUR INVOICE.

**PREPAY TRANSPORTATION AND ADD TO YOUR INVOICE**

*Triplicate*

**PLEASE SUBMIT YOUR INVOICE IN DUPLICATE**

Approved \_\_\_\_\_  
 SUPERINTENDENT OF SCHOOLS

MAIL BILLS TO THE SUPERINTENDENT OF SCHOOLS,  
 DISTRICT 36, 504 NAPERVILLE STREET, WHEATON, ILL.

*Do not mail bills to individuals.*

Dept.
Teacher

To \_\_\_\_\_  
 Send invoice to \_\_\_\_\_  
 Please send the i \_\_\_\_\_

Bills paid second

Code	_____
_____	_____

All bills or invoices to be sent to 301 West Jackson Street, Villa Park.

Deliver to Board of Education, District No. 45

This order must be signed by Superintendent of Schools  
 or Business Manager

Budget Code \_\_\_\_\_

4M-10-58 130

WHEATON PUBLIC SCHOOLS

BUSINESS MANAGER

DST

INDENCE,  
 DU REORDER

INOIS

Kewanee, Illinois  
**PURCHASE ORDER**

Dept.
Teacher

No.
Date

To \_\_\_\_\_  
 Send invoice to Board of Education, 805 W. Sixth St. Kewanee, Illinois  
 Please send the items listed below to: ( ) Board of Education  
 ( ) \_\_\_\_\_

Bills paid second Monday in month.

Code			

*Used in Villa Park*

Principal \_\_\_\_\_ Fred Bridgford, Bus. Mgr.

Educational: Tax Exempt F.O.B. Villa Park, Ill. 'Invoices not received by the 5th of the month will result in deferred payment to the following month. Board of Education - School District #45'

All bills or invoices to be sent to 301 West Jackson Street, Villa Park.

Deliver to Board of Education, District No. 45 \_\_\_\_\_  
 \_\_\_\_\_ School

This order must be signed by Superintendent of Schools \_\_\_\_\_  
 or Business Manager \_\_\_\_\_

Budget Code \_\_\_\_\_

Date	
Requested by	
For account	
Hough Grove Sp Approved by	
Admin. Asst.	

**A 0721**

PRICE	AMOUNT

**IN PUBLIC SCHOOLS**

BUSINESS MANAGER

INDENCE,  
 IN REORDER  
 INOIS

OST



**BOARD OF EDUCATION**

DISTRICT NO. 45  
 VILLA PARK, ILLINOIS  
 PHONES: TERRACE 2-2110  
 TERRACE 2-7152

Number must appear on  
 your invoice and package.

**No. 7275**

**No. 108**

**02253**

**PURCHASE ORDER**

TO \_\_\_\_\_ 19\_\_\_\_

Fund \_\_\_\_\_

SHIP TO

QUANTITY	DESCRIPTION	PRICE	EXTENSION
	<i>duplicate</i>		
	Educational: Tax Exempt	F.O.B. Villa Park, Ill.	

PUBLIC SCHOOLS  
 WASHINGTON STREET,  
 PEKIN, ILLINOIS

08, Pekin, Illinois, the following added to invoice. Invoices are to herwise stated herein shipment

PRICE	AMOUNT

"Invoices not received by the 5th of the month will result in deferred payment to the following month. Board of Education - School District #45"

All bills or invoices to be sent to 301 West Jackson Street, Villa Park.

Deliver to Board of Education, District No. 45 \_\_\_\_\_

School \_\_\_\_\_

This order must be signed by Superintendent of Schools \_\_\_\_\_  
 or Business Manager \_\_\_\_\_

Budget Code \_\_\_\_\_

**IN PUBLIC SCHOOLS**

BUSINESS MANAGER

INOIS

NDENCE,  
 U REORDER

DST

**PEKIN PUBLIC SCHOOLS - District No. 108**  
**PEKIN, ILLINOIS**

**02253**  
**PURCHASE ORI**

SHIP TO

PEKIN PUBLIC SCHOOLS  
 501 WASHINGTON STREET  
 PEKIN, ILLINOIS

TO

You are hereby authorized to furnish the PEKIN PUBLIC SCHOOLS, District No. 108, Pekin, Illinois, the following items and charge same to their account. Ship PREPAID with transportation charges added to invoice. Invoices are to be sent to PEKIN PUBLIC SCHOOLS, 501 Washington Street, Pekin, Illinois. UNLESS otherwise stated herein shipment may be made to the same address.

QUANTITY	CATALOG NUMBER	DESCRIPTION	PRICE	AMOUNT

**PEKIN PUBLIC SCHOOLS**

By \_\_\_\_\_  
 BUSINESS MANAGER

OST

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING SLIPS, CORRESPONDENCE, AND OTHER SHIPPING DOCUMENTS. FORWARD THIS INFORMATION TO YOUR SUPPLIER IF YOU REORDER FOR DIRECT SHIPMENT.  
 COMMUNITY UNIT SCHOOL DIST. 303 IS A POLITICAL SUBDIVISION OF THE STATE OF ILLINOIS AND IS FREE OF ALL EXCISE TAXES. EXEMPTION CERTIFICATE WILL BE FURNISHED.

ST. CHARLES COMMUNITY UNIT SCHOOL DIST. 303

Business Manager

ST. CHARLES COMMUNITY UNIT SCHOOL  
DISTRICT NO. 303  
ST. CHARLES, ILLINOIS

VENDOR:

PURCHASE ORDER NO.

DATE

SEND ALL INVOICES & CORRESPONDENCE TO:

SHIP TO:

Community Unit School Dist. 303  
Attention Business Manager  
Administration Building  
St. Charles, Illinois

QUANTITY	ARTICLES AND DESCRIPTION	UNIT COST	TOTAL COST

OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING SLIPS, CORRESPONDENCE, AND OTHER SHIPPING DOCUMENTS. FORWARD THIS INFORMATION TO YOUR SUPPLIER IF YOU REORDER FOR DIRECT SHIPMENT.

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ST. CHARLES COMMUNITY UNIT SCHOOL DIST. 303

\_\_\_\_\_  
Business Manager



# COMMUNITY UNIT SCHOOL DISTRICT NO. 300

CARPENTERSVILLE, ILLINOIS

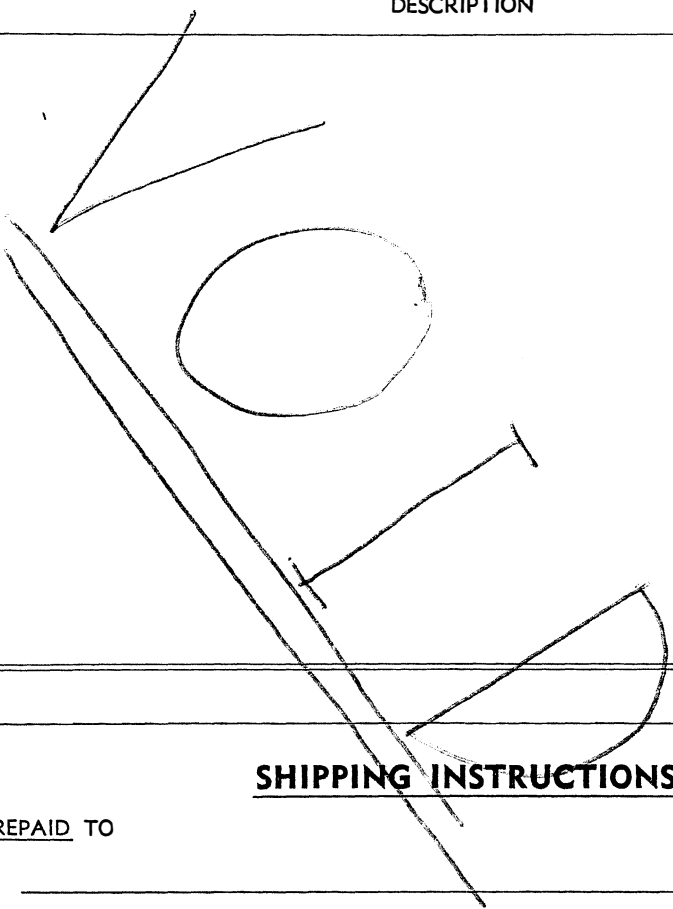
## PURCHASE ORDER

Nº 7119

OF EDUCATION  
nth Avenue,  
inois

Board of Education

Please acknowledge receipt of this order immediately and give date of shipment. Ship us the following goods which we purchase subject to the specifications, conditions and instructions on the face hereof.

QUANTITY	DESCRIPTION	PRICE
		

### SHIPPING INSTRUCTIONS

Please Ship PREPAID TO

Mark All Packages With Our Purchase Order No.

Address Invoice To  
COMMUNITY UNIT SCHOOL DISTRICT NO. 300  
Business Office, High School Bldg.  
Carpentersville, Illinois

Per \_\_\_\_\_  
Business Manager

ALL BILLS MUST REACH THIS OFFICE BY THE FIRST DAY OF THE MONTH  
FOR THE BOARD'S APPROVAL THE SECOND TUESDAY

*Sent to Supplier*


ORDER BLANK

To

Please enter our order for the following material:

Date.....

SEND TO

SEND INVOICE TO  BOARD OF EDUCATION  
1619 Eleventh Avenue,  
Moline, Illinois

Moline, Illinois

Via..... Date.....

Signed by.....  
Secretary Board of Education

Quantity	Catalog Number	Description
		<i>Duplicate</i>

 ALL BILLS MUST REACH THIS OFFICE BY THE FIRST DAY OF THE MONTH  
FOR THE BOARD'S APPROVAL THE SECOND TUESDAY

*Sent to Supplier*

BOARD OF EDUCATION  
School District No. 170  
Lee and Ogle Counties  
Dixon, Illinois

Order **No** 1229

your invoice must show  
this order number

MOORE BUSINESS FORMS, INC., ANGOLA, IND.

ORDER

**BOARD OF EDUCATION**  
QUINCY, ILLINOIS

**NO.** 7681

Show our Order No. on  
all Pkgs. and Invoices.  
In correspondence regarding this  
Order, please refer to this order No.  
and address the Business Manager.

DATE

FOR

DELIVER TO

WHEN WANTED

OUR ORDER FOR THE FOLLOWING:

ARTICLES	CODE	AMOUNT

CE TO  
EDUCATION, QUINCY, ILL.

BOARD OF EDUCATION

BY

BOARD OF EDUCATION  
School District No. 170  
Lee and Ogle Counties  
Dixon, Illinois

Order No 1229

your invoice must show  
this order number

\_\_\_\_\_ 19\_\_

Please ship the following  
PREPAID to:



TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SEND ALL INVOICES TO: BOARD OF EDUCATION  
415 Hennepin Avenue  
Dixon, Illinois

Ship  
When \_\_\_\_\_

Quantity	Description	Code	Unit Price		Total Price	
	<i>Void</i>					

Material has been received or service rendered  
as described above.

By \_\_\_\_\_ Date \_\_\_\_\_

BOARD OF EDUCATION

By \_\_\_\_\_  
Superintendent

Issued by  
**SCHOOL DISTRICT No. 74**  
3925 LUNT AVENUE  
LINCOLNWOOD 45, ILL.  
ORchard 5-8234

DATE  
CHARGE  
REQ. BY  
TERMS:

PLEASE ENTER OUR ORDER FOR  
THE FOLLOWING AND SHIP TO

QUANTITY	DESCRIPTION	PRICE
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*TriPLICATE*

BOARD OF EDUCATION, SCHOOL DISTRICT No. 74, COOK COUNTY, ILL

\_\_\_\_\_  
Purchasing Agent

YOUR DELIVERY RECEIPT AND INVOICE  
MUST SHOW OUR ORDER NUMBER

BY \_\_\_\_\_

MISCELLANEOUS



ST. CHARLES COMMUNITY UNIT SCHOOL DISTRICT  
NO. 303  
ST. CHARLES, ILLINOIS

OFFICE OF BUSINESS MANAGER

Gentlemen:

We wish to thank you for submitting a bid on the \_\_\_\_\_

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We appreciate your interest in Schools.

We would like to inform you that \_\_\_\_\_

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\_\_\_\_\_ was awarded the contract. When we have work  
for which bids are again required we will again contact you.

Sincerely yours,

Robert W. Schaerer  
Business Manager



SALES TAX EXEMPTION CERTIFICATE

(For use by United States, States, Territories, or political subdivisions thereof, or the District of Columbia.)

\_\_\_\_\_ 19\_\_\_\_\_  
(Date)

The undersigned hereby certifies that he is \_\_\_\_\_  
(Title of Officer)

of \_\_\_\_\_  
(United States, State, Territory, or political subdivision or District of Columbia.)

and that he is authorized to execute this certificate and that the article or articles specified in the accompanying order or on the reverse side hereof, are purchased from \_\_\_\_\_  
(Name of Company)

for the exclusive use of \_\_\_\_\_  
(Government Unit)

of \_\_\_\_\_  
(United States, State, Territory or political subdivision or District of Columbia)

It is understood that the exemption from tax in the case of sales of articles under this exemption certificate to the United States, States, etc. is limited to the sale of articles purchased for their exclusive use, and it is agreed that if articles purchased tax free under this exemption certificate are used otherwise or are sold to employees or others, such fact must be reported to the manufacturer of the article or articles covered by this certificate. It is also understood that the fraudulent use of this certificate to secure exemption will subject the undersigned and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than five years, or both, together with costs of prosecution.

Authority is hereby extended to issue certificate of exemption with respect to tax free purchase of subsidiary articles incorporated in the purchase article under prime contract.

(Signature) \_\_\_\_\_

\_\_\_\_\_  
(Title of Officer)

## PURCHASING PROCEDURES

The following is the procedure necessary for purchases of any kind that are to be billed to the School Board:

There are four copies of every purchase order made up. They are used as follows:

- a. White: This copy is to go to the company from which the order is being purchased.
- b. Yellow: This copy is to come back to the office for our permanent records.
- c. Blue: This is to remain with the person requesting the order as a permanent record of the order.
- d. Pink: This is to be sent to the office when the materials ordered have been received.

When material is to be ordered come to the office and get order blanks. Fill out the blank in full. This includes the name of the company from whom purchased, where the material is to be shipped, the department or teacher ordering, and the information relative to the material needed.

After the purchase order is made out it must be approved by Mr. Price or Mr. Williams according to the type of material being purchased. Mr. Price signs all educational material purchase orders. Mr. Williams signs all other purchase orders.

When the purchase has been approved the white copy will be sent to the company from whom the purchase is being made and the yellow copy put on permanent file in the business office. WHEN YOU HAVE RECEIVED THE MATERIAL YOU ARE TO BRING THE PINK COPY TO THE OFFICE GIVING US PROOF THAT THE MATERIALS WERE RECEIVED. No invoice will be paid without this pink copy being brought in as proof of receipt.

It will be a great help to us in our bookkeeping and you in your purchasing, if you will follow these few steps every time you want to order.

J. L. Williams

*Mr. Price - Supt.  
Mr. Williams - Bus Mgr.*

Downers Grove, Illinois

To: Building Services Department  
From: Office of the Superintendent  
Subject: Purchase of supplies without purchase order.

Growing pains in the school district make it increasingly difficult to control funds to which an item purchased shall be allocated when the date of purchase and the date of coding the invoice are so far apart and memory fails. In order to facilitate the matter of allocating funds in the case of small purchases for maintenance purposes you are asked to follow the procedure outlined below.

1. Use the Purchase Requisition Form, available in the school office.
2. Purchase approval should be given by the Building and Grounds Supervisor by phone or in person prior to purchase. In the event that the Building and Grounds Supervisor cannot be located, you should contact the Business Manager to gain approval for purchase.
3. Supplies to be purchased should be listed, and, if known, list the name of the store from which supplies will be purchased. Place the third copy of the requisition in the school office prior to departure from the school to be mailed to the Central Administration Office through the school mail service.
4. Purchaser should carry the purchase requisition along to the store.
5. Ask the supplier to show purchase requisition number on the invoice.
6. On return to the school attach invoice (ticket) to the purchase requisition form and send to the Central Administration Office through the school mail service.
7. Do not charge items for less than \$2.00. However, follow the above procedure, pay cash, and request reimbursement.

The Building and Grounds Supervisor will initial and code the requisition upon arrival and submit it, along with the invoice, to the Business Office for payment.

The Business Manager shall see that all purchases are made in the interests of economy and efficiency, establishing standards and procedures where necessary to accomplish the following policy of the Board of Education:

- I. Purchases under \$2000. It is expected that for the greatest efficiency in expediting purchasing the administration is authorized to proceed with the purchase of any item specifically budgeted whose purchase price is within the limits of the budget, under the limit of \$2000. per item, and subject to A and B below. Consumable supplies are limited only by amount of budget (not to be named specifically).
  - A. Awards for purchases up to \$500. shall be made at the discretion of the Administration. If competitive bids are deemed advisable, they will be obtained. Awards or rejections may be made by the Administration.
  - B. Purchases of \$500. to \$2000. - shall have support of competitive quotations. Awards or rejections may be made by the Administration.
- II. Purchases of \$2000. and above shall have support of sealed bids. Rejection of bids for budgeted items may be made by the Administration. Awards shall be made by action of the Board of Education based on information furnished by the Administration.
  - A. Emergencies which may exceed \$2,000. shall be the only exception. The exception is to be approved in advance by the Superintendent of Schools and an explanation in detail given at the next regular meeting of the Board of Education.
- III. Necessary purchases which do not fit into I or II above but which require prompt action may be made when the Superintendent has obtained the approval of the Board members by telephone.
- IV. Data pertaining to bids of \$2000. and above covering any non-budgeted items shall in every case be presented to the Board at its next regular meeting after bids are opened.
- V. Sealed bids are to be opened by the Secretary of the Board in the presence of the Business Manager and one other board employee in the office of the Board of Education at 10:00 A.M. on Thursday, unless otherwise directed by the Board. Bids on construction contracts and items of unusual nature are to be opened at official board meetings. All bidders shall be notified of the opening and invited to be present. After the bids are recorded the Business Manager shall study prices, compare the quality and make recommendations.
- VI. The Board has discretion in determining the responsibility of the bidders and shall award the contract to the lowest responsible bidder, providing they fully meet the specification requirements, except that preference may be given to persons or firms having businesses within the confines of the school district so long as they are recognized as qualified and can provide the needed services or materials on a substantially equal basis with persons or firms outside of the defined area.
- VII. From time to time the Board may appoint a purchasing audit committee to review procedures and practices to aid in the further improvement of policy and procedure.

BIDS -- TEACHING AND OFFICE SUPPLIES

<u>Item</u>	<u>Quantity</u>	<u>Low Bidder</u>	<u>Unit Price</u>	<u>Total</u>
16# Duplicator Paper	1100 Rms.	Crown School & Supply	.644	\$708.40
20# Mimeograph Paper	400 Rms.	Crown School & Supply	.80	320.00
20# Mimeograph Paper 3-Hole	100 Rms.	Crown School & Supply	.83	83.00
Penmanship Paper Grade 1	200 Rms.	Crown School & Supply	.41	82.00
Penmanship Paper Grade 2	150 Rms.	Crown School & Supply	.41	61.50
Penmanship Paper Grade 3	100 Rms.	Crown School & Supply	.41	41.00
White Composition Red Marginal Line	30 Rms.	Miller School Supply	.65	19.50
Yellow Second Sheets	10 Rms.	Atwood Paper Co.	.48	4.80
6½ x 9½ Catalogue Envelopes	10,000	Crown School & Supply	6.45	64.50
11½ x 14½ Brown Envelope	200	Burgess, Anderson & Tate	2.92	5.84
#10 White Envelopes	3000	Crown School & Supply	2.85	8.55
#6-3/4 White Envelope	1500	Crown School & Supply	2.65	3.97
10 x 13 Brown Envelope	500	Burgess, Anderson & Tate	2.40	12.00
All Felt Erasers	3 doz.	Burgess, Anderson & Tate	3.76	11.28
1/3 Cut Manila File Folders	4000	Crown School & Supply	13.25	53.00
1/5 Cut Manila File Folders	200	Crown School & Supply	1.90	3.80
Gregg Steno Note Books	36	Miller School Supply	.10	3.60
Boston K.S. Pencil Sharpeners	36	Burgess, Anderson & Tate	1.92	69.12
Rubber Bands	6 lbs.	Miller School Supply	.80	4.80
9" Teacher Shears	18	Allied School Equip.	.625	11.25
#27 Swingline Staples	144 Boxes	Crown School & Supply	.34	48.96
3/8" Solid Head Thumb Tacks	400 Boxes	Crown School & Supply	.09	36.00

School District No. 74

BIDS -- TEACHING AND OFFICE SUPPLIES

- 2 -

<u>Item</u>	<u>Quantity</u>	<u>Low Bidder</u>	<u>Unit Price</u>	<u>Total</u>
$\frac{1}{2}$ " x 1296" Scotch Tape	288	Educators Paper & Supply Co.	.44	\$126.72
Grade Books	100	Educators Paper	.60	60.00
Metal Book Ends	12 pr.	Burgess, Anderson	.17	2.04
14" Clock Dials	12	Miller School Supply	.85	10.20
Mimeograph Stencils	100 quire	E. W. Boehm	1.65	165.00
Unimasters	8000	Educators Paper	1.95	156.00
Duplicator Fluid	50 gals.	Atwood Paper Co.	.95	47.50
#6P, Steel Pins	288	Burgess, Anderson	.175	50.40
Seating Charts	48	Miller School Supply	4.80	19.20
Duo-Tang Covers	300	Educators Paper	6.20	18.60
3 x 5 Ruled Cards	6000	Burgess, Anderson	.91	5.46
4 x 6 Ruled Cards	3000	Educators Paper	1.44	4.32
1-5/16" Paper Clips	288	Crown School Supply	.041	11.81
Dixon Anadel Red Pencils	3 gross	Crown School Supply	9.40	28.20
Kindergarten Crayons	240	Crown School Supply	.20	48.00
12 x 18 Unruled Newsprint	20 reams	Atwood Paper Co.	.89	17.80
3/4" x 60 yds. Masking Tape	2 gross	Graham Paper Co.	64.80	129.60
Paste	144 pints	Crown School Supply	.23	33.12
16 x 22 Kindergarten Finger Paint Paper	1000	Allied School Equip.	1.34	13.40

Niles Township Department of Special Education

BIDS -- TEACHING AND OFFICE SUPPLIES

<u>Item</u>	<u>Quantity</u>	<u>Low Bidder</u>	<u>Unit Price</u>	<u>Total</u>
16# Duplicator Paper	100 reams	Crown School Supply	.644	\$ 64.40
Yellow Second Sheets	6 reams	Atwood Paper Co.	.48	2.88
11 $\frac{1}{2}$ x 14 $\frac{1}{8}$ Brown Envelopes	300	Burgess, Anderson	2.92	8.76
Steno Note Books	12	Educators Paper	.12	1.44
Duplicator Fluid	10 gals.	Atwood Paper	.95	9.50
1-5/16" Paper Clips	10 Boxes	Crown School Supply	.041	.41
#27 Swingline Staples	10 Boxes	Crown School Supply	.34	3.40
1/3 Cut Manila Folders	500	Crown School Supply	1.33	6.65
10 x 13 Brown Envelopes	500	Burgess, Anderson	2.40	12.00