

Business/Non-Instructional Operations

Purchase Orders

The Superintendent of Schools, shall develop and administer the purchasing program of the school district such activities as ordering, verifying receipt of orders and distribution of materials received.

The Superintendent is authorized to issue purchase orders upon receipt of requisitions where quotes or formal bids are not required and when purchase orders are for items included in the budget and when sufficient funds are available in the particular budget account. When purchase orders are for items not included in the budget or for items which would exceed the amount within a budget account, they may only be made with the approval of the Superintendent of Schools who in turn is limited by the provisions of Board Policy. Overexpenditures of specific budget accounts will be shown on the monthly financial statement.

The purchase order system must be followed as established with exceptions to be made only upon the approval of the Board of Education.

Purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board of Education.