

**PURCHASING PROCEDURES - STAFF PURCHASES**

All purchases made with district funds shall be approved and made by the appropriate administrator or his/her designee and adhere to policy DJ. Any purchase not made accordingly will be deemed to be a personal purchase by the staff member and must be paid for by the staff member unless ratified by the appropriate administrator.

No individual staff member is to order anything for personal use using the name and purchasing authority of the school district.

All purchases made using state special education and federal funds shall receive prior written approval through the district's approved requisition process.

First Reading: 4-7-25  
Second Reading: 5-5-25