

PURCHASING PROCEDURES

All purchases made with district funds shall be made by the appropriate administrator or his/her designee through the business office on official purchase orders or vouchers and shall 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. Confirming orders will not be permitted without prior authorization for the purchase from the business manager or superintendent.

Purchases made from school activity funds shall require authorization of the school principal or activities director. No individual is to order anything for any group using the name and purchasing authority of the school district.

First Reading: 4-10-17
Second Reading: 6-19-17
Reviewed: 10-29-19 (Policy Advisory Council and Board Policy Committee)