

PURCHASING PROCEDURES

The Superintendent shall follow this procedure in making or authorizing purchases and in paying bills:

1. Requisition for supplies, materials, equipment and services shall originate with the personnel directly responsible for their use. Administrative personnel will have reviewing authority. The Superintendent will have final reviewing authority and will examine requisitions and approve or disapprove for purchasing.
2. A duplicate purchase order or voucher shall be prepared for all purchases. The purchase order shall show the items to be purchased, their known or estimated price, the vendor, and the budget category and line item to which the purchase is to be charged.
3. Local purchases, in the amount of \$50.00 or less, when approved by the appropriate administrator, may be made without use of the formal requisition and purchase order procedure. Blue Book must be signed by the purchaser and vendor and returned to the business office without delay.
4. Phone orders in the amount of \$100.00 or less, when approved by the appropriate administrator, may be made without use of the formal purchase order procedure. Requisitions must be completed in such instances.
5. The business manager shall sign all purchase orders for the district.
6. A duplicate copy of the purchase order will be filed in the business office.
7. Vouchers will be checked against the purchase order and the receipt of all purchased items will be verified by the business manager before being presented to the Superintendent for approval and to the Board for payment.
8. Payment of bills will be made on official voucher/purchase order of the district.
9. Vouchers, approved by the Superintendent, will be presented to the Board at the regular meeting each month. Upon approval of the Board, school district warrants will be presented in payment.
10. Purchases made from school activity funds shall require authorization of the school principal. No individual is to order anything for any group using the name of the school without written permission of the principal.
11. Employees who make unauthorized purchases will be required to make payment from their personal funds.

Adopted: 11/12/84
Revised: 01/12/98
Revised: 8/9/10