

**Purchasing: Authorization and Control**

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Procurement process(es) are aligned with the budget planning process to enhance the efficient use of district resources. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition equals or exceeds one hundred thousand dollars (\$100,000). The superintendent shall have the authority to make capital outlay purchases without advance approval only in extreme emergency situations when it is necessary to protect the interests of the district or the health and safety of the staff or students.

All purchases of supplies and materials to be used in the district must be approved by the proper authority prior to the placing of an order. The approval document used is a numbered purchase order which is issued by the purchasing department. All requests for purchases from all district departments will be made through a numbered requisition purchase order form.

Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

The board directs the superintendent to prepare appropriate regulations to implement this policy.

**Cross References:**

(cf.: 1005 – Key Responsibilities of the Board)

(cf.: 1445 – Authorization of Signatures)

(cf.: 2000 – Goals: Mission Statement; School Improvement Programs)

(cf.: 2001 – Academic Standards)

(cf.: 2003 – Reading and Language Arts Instruction)

(cf.: 2120 – Curriculum Development, Review, and Implementation)

(cf.: 6000 – Program Planning, Preparation and Implementation)

**Adoption Date:**

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