

7.10 -- PURCHASING AUTHORITY

The authority to purchase supplies, equipment, and services is given to the Superintendent and the Business Manager who shall have final responsibility for all purchases. Principals and Supervisors are also given responsibility to make purchases within the limits of approved school budgets and under the direction of the Business Manager and in accordance with district policy.

Through the budgeting process, certain monies are allocated for expenditure. Principals and/or Supervisors responsible for allocated funds are expected to maintain budget limits. Should funds be depleted from any specific budget category, prior approval for additional expenditures must be obtained in writing from the Superintendent.

Contracts or agreements which obligate the school or district must be signed by the Superintendent or his designee.

Principals and/or Supervisors are expected to follow all policies and procedures of the District concerning purchasing. They are to submit on approved district forms (i.e., Requisitions or Purchase Orders) requests for all purchases, with their signature of approval, to the Business Manager (or his designee) for final approval. District monies may not be disbursed unless this procedure is followed.

Non-budgeted District accounts such as Activity accounts or similar accounts or funds must adhere to the same policies and procedures as budgeted accounts.