

PURCHASING GUIDELINES

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The District Administrator shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

A written requisition, confirmed by a properly authorized purchase order, is required for every and any purchase made by this school District.

Any employee securing merchandise without an authorized purchase order is subject to liability for the cost involved.

REQUESTING GOODS AND SERVICES (REQUISITIONS)

Requests for purchase shall be prepared on the forms provided. Originator of the request for purchase will be notified concerning its disposition by the central office.

Requests for purchase shall include full information, including quantity (units), description, catalog number, brand name, date needed, price and designation as to whether price is quoted, estimated or from a catalog.

Requests for purchase must be approved by the appropriate Administrator. The requests should then be forwarded to the District Administrator and/or Director of Finance and Operations for approval. All approved requests will then be sent to the Business Office for processing.

ORDERING GOODS AND SERVICES (PURCHASE ORDERS)

No purchases are to be made except through the Business Office on properly signed purchase orders.

HIGH SCHOOL AND MIDDLE SCHOOL ACTIVITY ACCOUNT PURCHASES

Purchases for materials to be used by various school authorities who manage activity accounts are to be authorized by the Principal and a purchase order secured from the Principal's office, written on the school activity fund to cover the purchase. All paperwork will then be forwarded to the Business Office in a timely fashion.

Adopted: 12/18/78
Revised: 05/22/89
04/08/96
09/24/07
04/10/17