

## **Purchasing Procedures**

It is the Board of Educations desire that all district purchases be made in the spirit of Best Practice and include Competitive Price Comparisons.

Principals and other fund managers shall supervise the ordering of supplies, textbooks, equipment and materials necessary for the operation of their departments. They also shall be responsible for approving or rejecting requisitions submitted by building or department personnel.

Requisitions shall be required for all items. All approved requisitions must be submitted to the superintendent or finance director for final approval and issuance of a purchase order.

Any Principal or Fund Manager wishing to requisition equipment or supplies costing more than \$13,000 shall be required to get at least three price quotations. The bids shall be submitted to the superintendent and/or Finance Director before a purchase order will be issued.

All purchase orders for supplies, materials and/or equipment including athletic and sports equipment and supplies shall require a purchase order number. Staff members are not authorized to charge items to the district or school budget.

Any purchases made which do not follow this process shall be rejected by the school district. Payment for or return of the item shall be the responsibility of the individual who made the purchase.

Adopted: July 1987

Revised: October 1992, November 2017, November 2018, April 2021, May 11, 2023

CROSS REFS.: DJB, Federal Procurement  
DJE, Bidding Procedures  
EBAB, Hazardous Materials