

## **Purchasing/Purchasing Authority**

Purchase requests for materials and services must be initiated, utilizing a purchase order, by the administrator who has the responsibility for budgetary control of the account to be charged. By so doing, the administrator accepts the responsibility that the materials or services are necessary and appropriate for their intended use and that adequate funds are available for the purchase.

The business office has the responsibility for reviewing the availability of funds, and the correctness and completeness of the purchase order request. The business office may seek further clarification as to the necessity or appropriateness of the material or service requested. The district business office shall have responsibility for obtaining competitive quotations or bids for the material or services requested, as directed by the superintendent in accordance with Board and district policies. Cooperative purchasing with other school districts or governmental agencies is encouraged. Quantity purchasing when appropriate should be considered when purchasing.

A district administrator will complete the purchase order request for supplies, books, equipment, material and/or work to be done. The purchase order will be completed in detail, and the name of the supplier or contractor, catalogue numbers, copyright dates, etc. will be recorded. If the item is not part of an approved budget or if it is a large or unusual expenditure, then justification and need for the requested item should be explained on a piece of paper attached to the form.

The purchase order will then be forwarded to the business office and a purchase order number and account number verification will be affixed. The form then will be signed to indicate that funds are available for the purchase. The chief financial officer will then forward the purchase order request to the superintendent for signature and final approval. The chief financial officer will then process copies of the approved purchase order which will be routed as follows:

1. One copy to accompany the official order form.
2. One copy to the chief financial officer.
3. Two copies to the administrator initiating the purchase request.

Once materials are received, the administrator initiating the purchase request will attach the packing slips to a copy of the purchase order request and return the request to the chief financial officer for payment.

With the exception of student activities and food services accounts, no purchases will be made by individual school personnel unless accompanied by an approved purchase order or as authorized by the superintendent.

Approved: December 14, 1994

Revised : December, 2005