

DJE

**Purchasing**

DJE

The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the district shall be managed efficiently and economically.

The superintendent or their designated representative shall be sole purchasing agent for the school district.

The function of the purchasing agent of the school district is to serve the educational program by providing the necessary supplies, equipment and services.

All purchasing of supplies must have the prior approval of the superintendent or designated representative. Use of a requisition/purchase order/payment voucher is required. Ordered by district office and check warrants approved by Board of Education.

**Purchasing Authority**

The board shall appoint a purchasing agent for the district.

Approved:

Revised: June 16, 2008; Sept. 15, 2014