

4.21. PURCHASING PROCEDURES

1. All materials to be ordered by the district staff must be requisitioned through the Principal's office. Orders for materials involving countywide programs will be authorized through the respective department heads.
2. Principals and department heads will examine carefully all purchase orders submitted by teachers, custodians, and other employees for supplies, equipment, and services. Principals and department heads will be responsible for verifying that items requested are needed and allowed for in the budget before signing the requisition.
3. All requisitions must include the name and address of the supplier, as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given. All requisitions will include a quote from the vendor. The Superintendent has the right to reverse any decision regarding purchases in order to carry out Board policy.
4. After approval by the principal or department head, the requisition will be forwarded to the business manager for final approval.
5. If any employee orders materials other than authorized by the Superintendent's, Principal's, Department Head's Office, or the Business Manager, the employee will be responsible for payment for the materials.
6. No Gift Cards will be purchased.
7. All purchases will be made by the School District with an approved purchased order. All purchased will be made via a purchase order process or a District Credit card. Employee's will be reimbursed for purchases on a case-by-case basis and taxes will not be reimbursed to the employee.

First Read: 1-12-2023 Approved
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