

**PURCHASING AND DISTRIBUTION
(REGULATION)**

All purchases shall be made in strict conformity with local procedural requirements as set forth in the laws of Oklahoma.

School supplies and equipment shall be purchased only after careful consideration of the needs as pointed out by the appropriate administrative officials and teachers of the school system and authorized by the superintendent.

Change orders on purchase orders will be allowed up to 20% of the original amount.

All materials and services received by the school district shall be reviewed by the proper school district representative to see that terms and specifications have been met.

The board shall keep written records covering all purchases. These records shall include written purchase orders, copies of the bills, and claims showing time of payment. All guarantees shall remain on file in the superintendent's office.

REFERENCE: 62 O.S. §310.9
74 O.S. §3109