

4021
AUTHORITY TO PURCHASE

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4 All purchasing for the district will adhere to an approved purchase process that
5 establishes the contractual arrangement between the supplier and the school district.

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7 Requests for equipment, materials, books, supplies, reimbursement claims and
8 subsidiary accounts shall be made through the principal to the superintendent. No
9 payment of a bill will be made without proper purchase documentation.

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11 The Superintendent shall have authority to purchase any individual item of equipment
12 or supplies in accordance with the adopted budget. The superintendent shall also have
13 authority to purchase items of an unusual nature or one time expense not to exceed
14 five thousand dollars (\$5,000) without prior approval. The superintendent should
15 receive competitive quotes if possible prior to authorizing a purchase or requesting
16 approval of the board. Competitive sealed bids are required for construction,
17 remodeling, repair, or site improvements when the contemplated project will exceed
18 \$100,000.

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21 Approved: December 11, 2007

22 Revised: _____

23 Reviewed: July 10, 2012; December 8, 2015; November 13, 2018