

**PURCHASING AND DISTRIBUTION**

It is the policy of the Bixby Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. Written delegations of authority should contain specific limitations imposed by the Board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so.

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with a written contract or purchase order.

**REFERENCE: 70 O.S. §5-123****70 O.S. §5-129****70 O.S. §5-135****SB 331 (21 O.S. §355; 62 O.S. §371; 70 O.S. 5-124)***Adoption Date: November 13, 2000*