

Andes Central School District	NEPN Code: DJ Page 1 of 1
Policy Manual	

PURCHASING

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

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The Board will abide by the letter and the spirit of all laws and regulations relating to purchases by the school district and the control of its finances and property. All contracts must be approved by the Board in order to be binding on the school district.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower will be made in accordance with good business practices.

The superintendent will serve as the purchasing agent. The superintendent will develop and administer the purchasing program for the schools with the assistance of the business manager, within the legal requirements and the adopted school budget. All statutory requirements as well as state/federal regulations that pertain to purchasing will be followed.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the superintendent, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

Legal References: SDCL 13-16-24;
SDCL 13-20-1; 13-20-3.

Other References: South Dakota Local Government Guide for Acquisitions, Disposals, and Exchanges (April, 2012)

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