

### **Purchasing Authority**

The procurement of goods or services on behalf of the School Administrative District # 3 (SAD # 3) shall require the prior written approval of the Superintendent of Schools or Finance Director except, subject to such regulations as the Superintendent may establish.

The Finance Director shall review all purchase orders to ensure conformity with the approved budget, the needs of the SAD # 3, and sound purchasing practices. Requests for purchases inconsistent with any of these criteria shall be returned to the appropriate administrator without approval. Expenditures exceeding budgeted amounts shall be brought to the attention of the Finance Committee.

Requests for goods or services reflecting needs unanticipated during the budget approval process shall be referred to the Superintendent for consideration along with an explanation of what items will be under-spent to ensure that the total budget is not exceeded.

First Reading:	January 13, 2002
Second Reading:	February 10, 2003
Adopted:	February 10, 2003