

Purchasing and Purchasing Authority

The Board's authority for the purchase of materials, equipment, supplies and services (including contracting for employee extra duties) is extended to the superintendent through the detailed listing of such items compiled as part of the budget making process and approved by the Board through its adoption of the annual operating budget. No employee or student shall incur any debt against the school district or the activity fund without the approval of the superintendent.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment, such as school buses, shall be scheduled so that annual budgetary appropriations for capital purposes either will be of similar size or will show a continuous trend without severe fluctuations.

The superintendent shall direct the purchase of such books, supplies, equipment, other materials, purchased services and employee extra duties as is required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put to bid. All purchases of such books, supplies, equipment, other materials, purchased services, and employee extra duties in excess of \$10,000 are subject to the Board of Education's approval. However, this requirement may be waived if the superintendent approves an emergency expenditure. This emergency expenditure will be reported to the Board at the next regular meeting.

Purchases may be made by teachers in the amount of \$50 or less without prior approval, but must provide receipt to receive reimbursement.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to purchase in quantity whenever possible and practical.

Adopted: 09/27/90

Revised: 04/13/95, 01/09/97, 05/10/01, 07/12/01, 12/14/17

Reviewed by Board of Education: 03/12/15

LEGAL REF.: 1973 C.R.S. 22-32-109 (1)(b)