

PURCHASING PROCEDURES

The superintendent shall serve as purchasing agent for the school district and shall establish procedures governing the purchase of materials, supplies, equipment and services. These procedures shall be approved by the Board.

All purchasing transactions shall be accomplished through the superintendent's office and authorized on properly signed purchase orders.

Adopted: 11/12/87

Reviewed by Board of Education: 03/12/15

CROSS REF.: DJC, Bidding Requirements and Procedures