

The Superintendent or designee is responsible for the implementation of purchasing procedures and the final approval of all purchases.

All purchases require an authorized purchase order before orders are placed unless authorized otherwise by the Superintendent or Business Administrator.

For each purchase order: the name of vendor, description of the item involved, the amounts, the call for bids if required, and an abstract of the bids received. Purchase orders created by computer software will be secured through password restrictions.

For each purchase: the purchase order information above, plus the record of receipt and condition of goods, the invoice and the record of payment.

Law Reference:

Appendix Reference:

Date Adopted: October 2, 1997

Last Review/Revision Date: April 15, 2014