

BUSINESS PROCEDURES
Series 800

Policy Title: PURCHASE ORDERS

Code: 802.2

Purchase orders are required for every purchase by district employees and shall be approved by the Superintendent. Any employee or supervisor wishing to make a purchase shall fill out a requisition form to be submitted to the Superintendent or designee. If approved, a purchase order number will be assigned and the purchase is authorized. All purchases or “free preview” offers must be pre-approved in this manner. Any unauthorized purchases will be the responsibility of the individual staff member. It is also unlawful to purchase items through the school for personal use in order to avoid payment of sales tax.

Date of Adoption:
Readopted: July 2009

Legal References:

Related References: