

## **PURCHASING PROCEDURES**

Only through the use of efficient purchasing procedures can the school district ensure that needed goods and services are acquired in the most economical manner. The Board of Trustees directs the Superintendent and the School Business Manager to develop administrative regulations on how purchasing is to be done in the district.

All purchasing is to be done by the Purchasing Agent on an official purchase order blank.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

Cross-ref:     6700, Purchasing  
                  6720, Bidding Requirements

Ref:   Office of the State Comptroller-Financial Management Guide

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