

PURCHASING GUIDELINES

The Board realizes the need for Building Principals to have the authority to purchase items for their staff and buildings. However, the Board also realizes the need for District control over the purchasing procedure. Therefore, the following guidelines are implemented to govern the purchase order and/or purchasing card procedure:

1. Building Principals are responsible for the financial condition of their school's budget. The principals are charged with regulating, controlling, and balancing their school's budget.
2. All orders or purchases at the building level must be done with an authorized purchase order or purchasing card requisition (refer to policy 672 - Rule 2 for exceptions). Purchases at the building level must be authorized by the principal. The following procedure illustrates the accepted means of purchasing or ordering goods and services.
 - a) The teacher completes a requisition form and turns it in to the principal.
 - b) The principal performs a financial check on the requisition to make sure the available funds in the account are sufficient to cover the expenditure.
 - c) The principal authorizes (signs) the requisition, thereby acknowledging the educational need for the particular good or service requested and to verify that sufficient funds are available.
 - d) If the available funds are not sufficient, the principal (or teacher) must then complete a budget transfer (refer to policy 623) and send it to the Business Manager. The school secretary should process the requisition after the transfer has cleared and the money is available.
3. All budget transfers and invoices must be submitted to the Business Office for approval and processing (refer to policy 623).

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