

PURCHASING: AUTHORIZATION AND CONTROL

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds \$5,000.00 except that the superintendent shall have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff members who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Purchasing

While responsibility for the expenditure of tax monies shall rest with the Board of Directors, the Board authorizes the Superintendent to purchase such supplies, materials and equipment and services as may be necessary for effective maintenance and operation of the schools.

Adoption Date: 9/20/2012
Colton School District
Classification: Essential
Revised: 07.19