

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: March 14, 2006

REVISED:

	611. PURCHASES BUDGETED
1. Authority SC 751, 807.1	It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.
2. Delegation of Responsibility	<p>The Board authorizes the Superintendent as purchasing agent for the district, with authority to purchase supplies costing less than ten thousand dollars (\$10,000.00).</p> <p>All purchases that obligate the Board for payment shall be made on a purchase order signed by the Superintendent or designee. When the purchase is to be made for use in a particular school, the purchase order shall be initiated by the proper principal or other authorized person.</p> <p>All purchases, except those made through individual school internal funds, shall be authorized by the Superintendent or designee on the basis of a purchase order initiated by the principal of the school to receive the merchandise. Such orders shall be initiated by the principal and forwarded to the Superintendent or designee for signature.</p>
3. Guidelines	<p>Blanket purchase orders may be issued for purchasing inexpensive items that, because of their varying usage requirements over a school year, are difficult to predict.</p> <p>Purchase orders for inexpensive maintenance items which must be secured without the delay required for preauthorization may be submitted at the end of each month, with the accompanying invoices attached.</p> <p>Requests for textbooks or supplies received from teachers or other employees may be submitted in the form of a requisition. The principal of each school shall determine the official form to be used by the teachers of that school.</p>