

PURCHASING

The superintendent will develop and administer the purchasing program for the schools with the assistance of the business manager, within the legal requirements and the adopted school budget.

School purchases will be requested through requisitions submitted by staff to their appropriate administrator for approval and issuance of official purchase orders and then signed by the superintendent, with such exceptions as may be made by the superintendent for local purchases and for purchases from trust and agency accounts.

Administrators will examine carefully all requisitions submitted by teachers, custodians and other employees for supplies, furnishings, equipment and services. They will be responsible for verifying that items requested are needed before signing requisitions and sending them to the superintendent.