

## **Purchasing Procedures**

The superintendent or designee shall serve as purchasing agent for the school district and shall establish procedures governing the purchase of materials, supplies, equipment and services. These procedures shall be approved by the Board.

All purchasing transactions shall be accomplished through the purchasing department. For large orders of \$5,000 or more, the purchasing department shall be consulted regarding vendors and best pricing. Proper documentation and authorization for purchasing transactions include signed purchase orders or purchasing cards.

Adopted: 1995

Revised: June 27, 2000

Revised: December 9, 2003

Revised: October 28, 2014

CROSS REFS.:           DJE, Bidding Procedures  
                              DJG, Vendor Relations  
                              EBAB, Hazardous Materials