

**PURCHASING AUTHORITY**

**DJA**

The district administrator and principals are designated by the Board of Education to serve as purchasing agents. The district administrator shall be responsible for developing and administering the purchasing program of the district based on generally accepted accounting standards.

All purchases should be made at the best price available giving consideration to quality, delivery terms, conformity to developed specifications, and suitability to the requirements of the educational program.

All purchases of goods, services and equipment for which the district will be responsible for payment must be made on official purchase orders, except as otherwise provided. Such purchase orders must be properly approved and executed according to the purchasing program. Purchase orders shall not be required for purchases made through approved petty cash or under emergency conditions which may affect the clear and imminent safety of students, staff, or school property.

The administrative staff shall be authorized to order items which are specifically approved by the Board of Education. The district administrator shall consult with the Board of Education on all major expenditures and receive the Board of Education's approval.

Initial Adoption: 6/28/21

Final Adoption: 8/9/21