

## **PURCHASING PROCEDURES**

**DJF**

Orders paid for with district funds on a purchase order must be approved in advance of the purchase.

Emergency orders from local merchants, which were previously included in the budget, may be purchased by a school employee with the consent and knowledge of the district administrator or designee. Duplicate sales slips must be signed by the individual and left at the place of business for return with the monthly statement or brought to the District Administrator's Office on the day of the purchase.

Orders paid for from activity accounts also require a purchase order. Orders for items less than \$100.00 need only the advisor's and principal's signatures. Orders over \$100.00 also require the district administrator's signature.

Initial Adoption: 6/28/21

Final Adoption: 8/9/21