

Purchasing and Purchasing Authority

DJ-R

The superintendent shall follow this procedure in making or authorizing purchases and paying bills:

1. A duplicate purchase order/voucher shall be prepared for all purchases. The purchase order/voucher shall show the items to be purchased, their known or estimated price and the complete vendor address.
2. The superintendent shall sign all purchase order/vouchers for the Board with the exception of certain local community purchases.
3. The green copy of the purchase order/voucher will be filed with the business office. Return of the yellow copy of the purchase order/voucher verifies receipt of the purchased items.
4. The receipt of all purchased items will be certified by the superintendent before being presented to the Board for payment.
5. Payment of bills will not be made except on the official purchase order/voucher form of the district.
6. Lists of bills approved by the superintendent will be presented to the Board at the regular or specified meeting each month. Upon approval by the Board, school district warrants will be prepared in payment.
7. Employees who make unauthorized purchases may be required to make payment from their personal funds.