

EXPENDITURE OF DISTRICT FUNDS

Purchasing

No member or officer of the board of education shall receive financial benefits from the purchase of goods or services for the district. All purchases shall be made in strict conformity with local requirements as set forth in the State Laws of Oklahoma.

Consideration of Vendors

All dealers and vendors of school supplies and/or services shall be treated in an equitable manner.

Protection of District Interests

All equipment, materials, supplies, and services received by the school district shall be checked by the proper school district representative to see that the terms and specifications of the purchase order have been met.

Records of Purchases

The board shall keep a written confirmation of all purchases. This record shall include the purchase order, a signed copy of the bill, and a claim showing time of payment.

Inventory

The superintendent shall be responsible for maintaining an accurate inventory of materials and equipment in the district. Inventories shall include date of purchase and cost.