
Purchasing Authorization and Control

Purpose

This policy establishes the district's legal guidance for general purchasing, and bidding requirements for certain purchases as directed by law.

Scope

This policy applies to the Superintendent, administrators and other staff having supervisory authority over those who may make authorized purchases on behalf of the district.

Policy

1. The Superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of furniture, equipment or supplies (except books) is required when the aggregate total of the requisition exceeds \$75,000.00, including public works. The Superintendent has authority to make such capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff and/or students.
2. The Superintendent or designee(s) are directed to solicit bids for certain purchases, using formal or informal competitive bidding procedures as required by district policy and state law.
3. The Superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Related Procedures

6106P1-Allowable Costs for Federal Programs

6210P1-Purchasing Control and Authorization

6220P1-Bid Requirements

Policy Cross References

6106-Allowable Costs for Federal Programs

6220-Bid Requirements

Policy Legal References

N/A

Management Resources

WASBO Purchasing & Warehouse Handbook, Washington Association of School Business Officials (2009)

Policy History

Action:	Date:
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Approved by the Board	Unknown
Revised	February 18, 2015

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