

BOARD POLICY

No. 3320

3000 **BUSINESS**

3320 **Purchase Orders**

The Superintendent of Schools or his/her designee, shall develop and administer the purchasing program of the school district including such activities as ordering and verifying receipt of orders.

The school principal or his/her designee is responsible for distribution of materials and is authorized to request purchase orders for items included in the budget and when sufficient funds are available in the particular budget account. When purchase orders are for items not included in the budget or for items which would exceed the amount for the appropriate budget account, such purchases may only be made with the approval of the Superintendent of Schools or his/her designee. Over-expenditures of specific Budget Accounts **Line Items** shall be shown on the monthly financial statement, and the Superintendent of Schools shall report any over-expenditure in excess of \$5,000 to the Board of Education at the next regularly scheduled Board of Education meeting.

APPROVED:	October 1998
REVISED:	February 2007
REVISED:	November 2009
REVISED:	November 2011
REVISED:	October 2013
REVISED:	June 2016