

Business/Non-Instructional Operations

Expenditures/Expending Authority

The Superintendent of Schools shall develop regulations establishing the purchasing program for the school system, including such activities as ordering, verifying receipt of orders, distribution of materials received, and payment of bills.

The Business Manager or the Superintendent is authorized to issue purchase orders where quotes or formal bids are not required and subject to the restrictions in Policy 3170.

The purchase system shall be followed as established with exception to be made only upon the approval of the Board of Education.

Purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board of Education.