

School District Expenditures

The Board of Education charges the Superintendent of Schools with the responsibility of acting as the purchasing agent for the Board and he/she shall be governed by the regulations so imposed by the Board.

Expenditures for the school district shall be made within the laws and regulations pertaining to purchases for school systems.

Expenditures shall be made within the constraints set forth by the adopted annual budget. As per state statute, special hearing procedures shall be followed by the district to approve expenditures that would exceed the approved budget, thereby setting a revised budget of expenditures.

All purchases stipulated and approved in the annual budget or purchases of \$4,000.00 or less may be approved by the Superintendent of Schools on a signed district purchase order. Purchases over \$4,000.00 but under \$10,000.00 must be approved by Board President.

Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.

School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

When emergency repairs are necessary for the operation of the school, the bidding process shall not apply. Emergency repairs that are deemed appropriate may be approved by the Superintendent of Schools.

Adopted: May 14, 2001
Revised: July 10, 2017
February 12, 2018