

## **Business and Non-Instructional Operations**

### **ORDERING GOODS AND SERVICES (PURCHASE ORDERS) 3324**

The Superintendent or designee is authorized to initiate purchases within the approved limitations of the budget. The following procedures govern the purchasing process:

- Purchase requisitions may be initiated by authorized members of the staff and, are subject to review to determine the propriety of the request and to assure that funds are available. Administrative Regulations on purchasing must be followed.
- The Director of Finance and Business Services determines whether or not the necessary funds are available in order to cover the cost of the item or services requested and if such be the case, the purchase order is referred to the purchasing officer for further recording and mailing.
- In cases where the necessary funds are not available in an account, the matter is referred to the Superintendent of Schools or designee for final decision.

Adopted 8/27/2004

Revised and Adopted 11/2/2011