

Purchase of Goods and Services Regulations

The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by the board secretary or other authorized staff member. Only supplies, equipment, and services procured by formal contract will be exempt.

Generally, the school district will not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It shall be within the discretion of the board to determine when unique and unusual circumstances exist.

Approved: January 18, 1999

Revised: September 29, 2015