

Business/Non-Instructional Operations

Purchasing Procedures

1. All expenditures over \$10.00 must be documented, in advance of purchase on a purchase order.
2. Utilization of available petty cash funds is permitted for expenditures under \$10.00 with applicable administrative approval. (See Policy 3451 for procedure.)
3. Blanket accounts with various local suppliers (i.e. grocery stores, stationers, hardware stores, etc.,) should be billed to the central office once per month by the supplier.

The school offices and Superintendent's Office are responsible for maintaining a running account of the expenditures.

4. Each building administrator is responsible for expenditures exceeding allocation.

Any over-expenditure of over 10% or \$250 will be discussed with the Superintendent for appropriate resolution and action by the Board of Education. Resolution of transfers under \$250 will be made by the administration.

5. Capital expenditures may be deferred until April 1st as determined by the Finance Director and Superintendent.

(cf. 3160 - Transfer of Funds Between Categories)
 (cf. 3323 - Soliciting Prices re Bids & Quotations)
 (cf. 3324 - Ordering Goods & Services re Purchase Orders)
 (cf. 3326.1 - Payroll Procedures)
 (cf. 3410 - Accounting Procedures)
 (cf. 3432 - Budget & Expense Report)
 (cf. 3451 - Petty Cash Funds)
 (cf. 3453 - School Activity Funds)