

PURCHASING AND DISTRIBUTION

It is the policy of the Board of Education that purchasing and distribution shall be under the supervision of the superintendent, but may be delegated by the superintendent to a staff member. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full fiscal year. Requisitions for supplies shall follow the appropriate chain of command, originating from instructors to the superintendent. Purchases shall be made from local firms when economically wise to do so.

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with a written contract or purchase order.

A contract may be awarded for a supply or service without competition when the Superintendent, or a designee, determines in writing that there is only one source for the required supply or service, and it is in the best interest of the school district to have the supply or service. The writing justifying the sole source must specify why it is necessary and justified.