

FISCAL MANAGEMENT

CODE: DJ-R
REGULATION

PURCHASING PROCEDURES

All purchases made on district funds shall be made through the business/finance manager's office on official purchase orders upon requisition by the principal, business/financial manager, or superintendent. Any purchase not so made will be deemed to be a personal purchase by the staff member and must be paid for by the staff member. Confirming orders will not be permitted without prior authorization for the purchase from the business/finance manager or superintendent.

Purchases made from school activity funds shall require authorization of the school principal. No individual is to order anything for any group using the name of the school without written permission of the principal.

Bills must be received in the business office by the fifth (5th) of each month to be paid in that month.

REVISED REGULATION

ADOPTION DATE: AUGUST 23, 1989

REVISION DATE: NOVEMBER 8, 1995

REVIEW DATE: JANUARY 7, 2015