

INDEPENDENT SCHOOL DISTRICT NO. 150
Expenditures/Purchasing Procedures

730

Originated: September 8, 1975
Revised: January 19, 1976
April 10, 1995
December 17, 2007

I. PURPOSE

All purchases in accordance with the provisions of the adopted budget for a fiscal year shall be accomplished only upon approval of the building principal or other designated management personnel and the Superintendent of Schools.

All requests shall be presented on the "requisition" form of the District. Any exceptions to this procedure must have the prior approval of the Superintendent of Schools or his designated representative.

The purchase of food and supplies for the school lunch program shall be accomplished in the most economical manner.

It is acknowledged that "local" purchases by authorized adult personnel in conjunction with food services, maintenance and instruction involving minimal expenditures are necessary. In such instances an itemized sales slip shall be signed by the authorized purchaser. Said sales slips shall be presented to the District for payment by the vendor.

School purchasing from merchants within the confines of the school district shall be encouraged whenever the local merchant ensures the equal quality of product, suitability of product, equal or lower price, conformance to specifications, convenience of delivery and past satisfactory service.