

PURCHASE ORDER PROCEDURES

Orders paid for with district funds on a purchase order must be approved by the immediate supervisor and school district administrator in advance of the purchase.

PURCHASING OF SUPPLIES, MATERIALS, AND EQUIPMENT

This includes any outlay of expenditures, that is, any money spent by the district must be on a local purchase order or Board of Education purchase order.

- a. All items purchased must be approved.
- b. Supplies, materials and equipment shall not be purchased without proper authorization and items will not be accepted upon delivery unless accompanied by a district purchase order. All orders must be billed or invoiced to the Board of Education, School District of Colby.
- c. The school address shall not be used for personal mail, orders, etc. Employees of the School District of Colby who wish to order supplies, materials, or equipment for their personal use must use their home address for ordering and billing purposes. Personal items billed to the school shall become the property of the district and be returned to the vendor for reimbursement.
- d. In emergency situations, it may be necessary to request checks for entry fees, registrations, etc. from the bookkeeper with the superintendent's approval.