

FILE: DJA

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: October 8, 1991 FILE SECTOR: FISCAL MANAGEMENT
DATE REVISED: October 16, 2003 POLICY TITLE: PURCHASING AUTHORITY

The district administrator, directors and principals are designated by the board of education to serve as purchasing agents. The director of business services, with the approval of the district administrator, shall be responsible for developing and administering the purchasing program of the district.

All purchases should be made at the best price available giving consideration to quality, delivery terms, conformity to developed specifications, and suitability to the requirements of the educational program.

All purchases of goods, services and equipment for which the district will be responsible for payment must be made on official purchase orders, except as otherwise provided. Such purchase orders must be properly approved and executed according to the purchasing program. Purchase orders shall not be required for purchases made through approved petty cash or made under emergency conditions which may affect the clear and imminent safety of students, staff or school property.

The administrative staff shall be authorized to order items which are specifically approved in the school district budget without prior approval of the board of education. The district administrator shall, however, consult with the board of education on all major expenditures and receive the board of education's approval.

CROSS REFERENCE:

LEGAL REFERENCE: Section 120.13(5), (33) Wis. Stats.