

## **Purchasing: Authorization and Control**

The superintendent is authorized to direct expenditures and purchases within the general limits of the annual budget-for the school year. Board approval for purchases is required when the aggregate total of a purchase order exceeds \$75,000 except that the superintendent will have the authority to make purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students. The Superintendent will notify the board of all monthly purchases when the aggregate total of a purchase order exceeds \$10,000.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligates the district without proper prior authorization may be held personally responsible for payment of such obligations.