

EXPENDITURES/EXPENDING AUTHORITY

The Superintendent or designee may purchase supplies, materials, equipment, and services in accordance with Board policy and administrative regulations. Such purchases shall not exceed the bid limits imposed by law.

The Superintendent or designee shall maintain a balanced budget. He/she may authorize an expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if:

1. He/she obtains Board approval, or
2. If an amount sufficient to cover the purchase is available in the budget for transfer by the Governing Board.

The Board, recognizing that prompt payment of bills improves efficiency and allows the District to take advantage of time discounts, authorizes the Superintendent or designee to make payment upon receipt of invoice provided the amount of payment does not exceed the cost shown on the purchase order by 5% or \$10.00, whichever is greater.

No district funds shall be expended for the purchase of alcoholic beverages.

All transactions entered into by the Superintendent or designee on behalf of the Board shall be reviewed by the Board every 60 days.

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Legal Reference:

EDUCATION CODE

- 17604: Delegation of powers to agents; liability of agents
- 17605: Delegation of authority to purchase supplies and equipment
- 32435: Prohibited use of public funds
- 35010: Control of district; prescription and enforcement of rules
- 35035: Powers and duties of superintendent
- 35272: Educational and athletic materials
- 41010: Accounting system
- 41014: Requirement of budgetary accounting

PUBLIC CONTRACT CODE

- 20111: Contracts; bidding

Adopted: 10/25/94

Amended: 05/23/00

PURCHASING

The Superintendent or designee shall maintain effective purchasing procedures in order to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law.

Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.

All purchases must be approved by the administrator responsible for the school site or department. Standard purchase order forms shall be used. When possible, requirements shall be determined well in advance of the necessary delivery date.

Purchase orders shall be processed in a manner most beneficial to the district. The Superintendent or designee shall approve or disapprove on the basis of consistency with the policies, regulations, and practice of the District and shall notify the originator of the action taken.

All purchases shall be made by formal contract, purchase order, or written preauthorization by the appropriate administrator.

Legal Reference:

EDUCATION CODE

- 17604: Delegation of powers to agents; approval or ratification of contracts by governing board
- 17605: Delegation of authority to purchase supplies and equipment
- 35250: Duty to keep certain records and reports

Adopted: 10/25/94

Amended: 5/23/00