

Barre Town Supervisory District Policy Manual

**TITLE: Purchasing Authority    CODE: DJA**

Warrants

Authorization is given to the business manager to pay any and all bills as approved by warrants signed by the Board of School Directors.

A majority of the board of school directors will sign each warrant for payment with the exception of payroll warrants which will be signed by the town clerk. A board member may be authorized to sign warrants on behalf of the board in emergency situations or for specific purposes. The Administration and the business manager will conduct an audit of the employee list used for payroll at regular intervals. The interval between such audits may be determined by the business manager, except that such an audit must be conducted at least once per quarter.

Special Projects

The superintendent and his or her designee is hereby authorized to serve as treasurer of all special projects and programs not included in the fiscal year school operating budget, provided each is subject to annual or final audit. In such capacity, the superintendent will insure that all payments are made.

Pre-Numbered Checks

The checks used by the school district will be pre-numbered.

Purchase Orders

All purchase orders will be approved by the authorized school administrator.

Unauthorized purchases or commitments of district funds are illegal and will be the responsibility of the person making the commitment.

Creditors of the district shall be on notice that purchase commitments which are made without properly drawn purchase orders may not be honored.

The Business Manager will serve as purchasing agent for the district and will develop the necessary procedures and forms for the requisition and purchase of materials, supplies, equipment, and services. All purchasing transactions will be authorized on properly signed purchase orders administered through the business office.

Under no circumstances shall any employee of the District accept any compensation or gifts from vendors in return for purchasing their products.

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Legal Reference(s):

Cross References:

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