

PURCHASING AND ACQUISITION

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(REGULATION)

The Superintendent shall supervise the expenditure of District funds in accordance with the proposals listed in the annual budget adopted for the current fiscal year.

PURCHASING
GUIDELINES

Without appropriate administrative approval, no school employee shall:

1. Purchase supplies or materials for the District.
2. Charge the cost of any supplies or materials to the District.
3. Purchase supplies or materials for personal use or for the use of a particular school.
4. Charge the cost of any supplies or materials to the school.

Students shall not be permitted to purchase items for the school or for the District.

Established purchase order procedures, as outlined in the TEA Financial Accountability System and the District's Procedure Manual for Financial Services (see Section III), shall be followed for all District purchases.