

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 700: Business Procedures: Expenditures

Policy No. 703.2

Policy Title: Purchasing Policy

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It is the policy of the Board of Trustees that purchasing for all schools and departments shall be conducted through and under the direction of the superintendent of schools and/or designee. The superintendent and/or designee will establish purchase order/requisition procedures as a means of controlling and maintaining proper accounting of the expenditure of funds. Staff members will not obligate the district without express authority.

All goods, services, equipment and supplies for the district shall be purchased in accordance with provisions of the Idaho Code and prudent purchasing practices.

Legal References: IC 33-601

Date of Adoption: 10/9/89

Amended: 7/15/97, 3/10/03

Reviewed: 2006