

**PURCHASING: AUTHORIZATION AND CONTROL**

The board authorizes the direct expenditures and purchases, within the limits of the detailed annual budget, for the school year. Board approval for purchase of items is required when the aggregate total of a requisition exceeds \$50,000 except that the superintendent will have the authority to make capital outlay 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. Board approval for capital outlay items using federal funds is required when the aggregate total of a requisition exceeds \$5,000.

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

Legal References: 2 CFR 200.439(b)(2)

Revised: February 28, 2019

Revised: April 10, 2014

6000 Series Adopted February 11, 1999

North Kitsap School District