

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

POLICY -- EXPENDITURE AND PURCHASES

BP 3300

No expenditures for any item in the budget of any department, program, or project shall exceed the amount budgeted for such item unless written authorization to exceed the amount has been obtained in advance from the County Superintendent or designee. The responsibility for exercising budgetary control shall rest primarily with the Chief Fiscal Officer and secondarily with the Managers.

No employee shall make any purchase or obligate the Santa Barbara County Education Office for any supplies, equipment, or contractual services without prior written authorization of the County Superintendent or designee.

ADOPTED BY COUNTY BOARD: July 3, 1975
REVISED: February 3, 1994
April 7, 1994

BP 3300