Descriptor Code: HCAA-AR1

Purchasing Authority

Ordering Goods and Services

No employee of the school system shall obligate the school district for the cost of goods and services unless duly authorized.

No purchases shall be made without proper authorization.

No orders for "on approval merchandise" will be made by any employee without receiving proper authorization.

Unauthorized purchases may become the financial responsibility of the purchaser.

Complementary Documents

- HCAE, Disbursement of Monies
- HCAG, Purchasing Cards

End of Bismarck Public School District Administrative Rule HCAA-AR1

Adopted: 7/1/2015
Revised: 4/28/2020