

PURCHASING AND DISTRIBUTION

It is the policy of the Piedmont Board of Education that purchasing and distribution shall be under the supervision of the superintendent. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of \$20,000.00 or less.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

Purchase orders are required for all expenditures. Purchase orders may be adjusted by 15% up to a maximum of \$1,000. Adjustments to purchase orders in excess of \$1,000 shall require Board approval.

REFERENCE: 21 O.S. §355

57 O.S. §549.1

62 O.S. §371

70 O.S. §5-123

70 O.S. §5-124

70 O.S. §5-129

70 O.S. §5-135