

RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 3001: EXPENDITURES AND PURCHASES

A. Purpose

The purpose of this policy is to authorize the Superintendent to make time sensitive purchases on behalf of the District up to a specified limit in accordance with the parameters set forth in this policy and applicable law.

B. Delegation of Authority

1. The Governing Board hereby delegates to the Superintendent the authority to purchase supplies, goods, materials, apparatus, equipment, and services necessary for the efficient operation of the District, up to a maximum limit of \$3,000 per purchase. The total amount of purchases by the Superintendent pursuant to this policy in any calendar month shall not exceed \$15,000.
2. Purchases made pursuant to this policy shall be consistent with the current adopted Budget in the District and shall not cause any additional deficit spending. This means that any such purchase shall be consistent with the amounts budgeted in any major classification of the current adopted Budget in the District.
3. This delegation of authority does not extend to purchases that the law requires to be made by the Governing Board and/or that may not be delegated as a matter of law.

C. Purchasing Procedures

1. The Superintendent shall exercise this authority using his/her good judgment to purchase supplies, goods, materials, apparatus, equipment, and services that meet the needs of the District, and in accordance with state and federal laws governing such purchases.
2. When exercising this authority, the Superintendent shall consider the fair market value of the supplies, goods, materials, apparatus, equipment, and services being considered for purchase.
3. All purchases shall be made by formal contract, purchase order, or accompanied by a receipt or invoice. The Superintendent is authorized to issue, approve, and sign these instruments as necessary to complete the purchase.

D. Reporting and Accountability

1. At every regular Board meeting, the Superintendent or designee shall provide a purchase order list to the Governing Board that includes a listing of all purchases made under this delegation of authority for review by the Governing Board.

2. The Board may review and audit purchases made by the Superintendent under this Board Policy to ensure compliance.

Legal Reference: Education Code sections 17604, 17605, 32435, 35035, 35160, 35161, 35250, 38083, 42631, 42632 and 42633

Board Adopted: February 27, 2024