

PURCHASING
GUIDELINES

The Superintendent will supervise the expenditure of District funds in accordance with the proposals listed in the annual budget adopted for the current fiscal year.

No employee will purchase or charge the cost of any supplies or materials to the District or to a particular campus without the express consent and written approval of the Superintendent, business manager, principal, or immediate supervisor, as applicable.

Purchase order procedures as outlined in the TEA *Financial Accountability System Resource Guide* will be followed for all District purchases. [See CHD]

Students will not be permitted to purchase items in the name of the school or the District.

Board members will not be permitted to purchase items in the name of the school or the District without prior approval from the Board.