



Financial Management - Series 7000

Purchasing: Authorization and Control - Procedures - 7320-P

The Superintendent or his/her designee shall establish written procedures to assure proper authorization and control of district purchases of goods and services.

All purchases of goods and services are to be initiated and authorized according to the district's purchasing procedures. Written authorization by the responsible administrator is required prior to submitting requisitions to Purchasing for processing. Purchasing will verify that, when required, bids or quotations have been obtained prior to purchase.

The responsible administrator must provide verification that goods or services have been received and authorize vendor payment.

An employee who initiates any purchase without prior approval by the responsible administrators may be held financially responsible for the cost of the goods or services.

Detailed procedures for initiating and processing requisitions, purchase orders, emergency orders and claims for reimbursement are established by the Superintendent or his/her designee and are contained in the district's procedures manual(s).