

6210: PURCHASING: AUTHORIZATION AND CONTROL

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of items is required when the aggregate total of a requisition exceeds \$25,000 except that the superintendent shall have the authority to make purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditure of funds.

Upon approval from the business office, principals and program directors are authorized to enter into contracts not to exceed \$5,000 per occurrence each year. Upon board approval, the superintendent shall be the sole person authorized to enter into contracts in excess of \$5,000 and/or in excess of one year. Staff members that obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Camas School District
Adoption Date: April 2005
Revised: June 2010
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