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 will 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.

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.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Legal References:  

RCW 28A.335.190  
Advertising for bids – Competitive bid procedures – Purchases from inmate work programs – Telephone or written quotation solicitation, limitations - Emergencies