

# Series 800 – Business Procedures

Policy Title: PURCHASING ON BEHALF OF EMPLOYEES

Policy Code No. 803.11

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Generally, the school district shall not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It shall be within the discretion of the superintendent or designee to determine when unique and unusual circumstances exist.

No purchase is made unless the employee has paid the school district prior to the order being placed and the employee has agreed to be responsible for any taxes or other expenses due.

Date of Adoption      09/27/1993

Review Date            01/10/2011

Revision Date

Legal Ref.:      Iowa Code § 279.8.

Cross Ref.:      Board Policy  
                      1004.2 Use of School Facilities for Private Profit  
                      902.4 Disposition of Obsolete Equipment