

Series 800 – Business Procedures

Policy Title: PURCHASE ORDERS

Policy Code No. 803.2

All purchases are to be made through the Office of Business Affairs. Purchase orders originating in the schools must be approved and initialed by the school principal before being sent to the Administration Building.

The official purchase order shall be signed by the superintendent or designee for the procurement of all supplies, equipment, and other materials and services, except those materials and services procured by formal contract.

In situations involving supplies or materials needed and used by teachers and custodians, their opinions and attitudes should be taken into consideration in making a decision or selection.

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Revision Date

Legal Ref.: Iowa Code Chapters 279.8.

Cross Ref.: