

# Series 700 – Business Procedures

Policy Title: **Purchasing on Behalf of Employees**

Policy Code No. **705.2**

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	07/11/2016
Revision Date	07/11/2016

Legal Ref.: Iowa Code § 279.8 (2013).

Cross Ref.: 703 Budget