

Purchasing Procedures

Business services shall serve as purchasing agent for the school district and shall establish procedures governing the purchase of materials, supplies, equipment and services consistent with district policy. These procedures shall be approved by the superintendent.

All purchasing transactions shall be accomplished through the business services office and authorized on properly signed purchase orders.

CROSS REFS.:

Administrative Policies:

DJE, Bidding Procedures

EBAB, Hazardous Materials

Board Policy:

EL-9, Asset Protection

[Revised July 2017]

Lake County School District R-1, Leadville, Colorado