

PURCHASING

The purchase of all equipment, supplies, and services, from the General Fund, for use within the District shall be the responsibility of the Business Services Division. The authority to make such purchases shall be vested in the Assistant Superintendent, Business Services, or designee, and no other employee may obligate the District for any expenditure without prior approval of the Assistant Superintendent, Business Services, or designee.

The Business Office may, at its discretion, decide that any obligation contracted without prior approval of the Assistant Superintendent, Business Services, or designee will be a personal expense of the employee.

The Business Services Division will be responsible for developing regulations for recommendations to the Superintendent and procedures for distribution to staff to assure compliance with all legal requirements of the State of California.

Reference: Education Code Section 39656 - 39657

Policy adopted: March 4, 1968; June 26, 1980; July 6, 1999