

PURCHASING PROCEDURES

All purchases shall be authorized by the administrator or supervisor in charge, approved by the appropriate purchasing agent and certified by the Treasurer.

1. Expenditures shall be made against appropriations adopted by the Board.
2. No expenditures of money shall be made except by a proper warrant drawn against an appropriate fund.
3. There shall be no contracts or any orders given involving the expenditure of money unless there is attached thereto, a Certificate of the Treasurer, that the amount required to meet the obligation has been lawfully appropriated for such purpose and is in the treasury or in process of collection to the credit of an appropriate fund, free from any previous encumbrances.

Staff members needing to purchase items under \$100.00 may be reimbursed through the District Petty Cash Fund, provided purchases meet the qualifications and requirements established by that fund. These purchases must have prior approval.

All other purchases shall be in accordance with Chapter 5705 of the Ohio Revised Code as related to school districts.

[Adoption date: August 14, 2001]

LEGAL REFS.: ORC 3315.062
3327.08
5705.41; 5705.44; 5705.45

CROSS REF.: DJB, Petty Cash Accounts