

## PURCHASING PROCEDURES

The Superintendent shall serve as purchasing agent for the school district and shall establish procedures governing the purchase of materials, supplies equipment and services. These procedures shall be approved by the Board.

Preference shall be given to supplies, materials and provisions produced, manufactured or grown in Colorado if such preference is not for articles of inferior quality to those offered by competitors outside of the state.

All purchasing transactions shall be accomplished through the Superintendent's office.

On all equipment or major purchases, employees will submit requisitions and get approval before purchasing. Also, all employees are requested to requisition at the end of the year those supplies, materials and equipment that they feel they will need in the coming year. This is primarily for budgetary purposes.

Personnel will purchase materials and supplies necessary for the operation of the school. The bills will be signed and turned in to the secretary prior to the regular meeting so that they may be submitted to the Board for payment.

The school district will comply with the regulations of the Colorado Surplus Property Agency.

Adopted: 6/17/80

LEGAL REF.: 1973 C.R.S. 8-18-101

CROSS REFS.: [DJC](#), Bidding Requirements  
EPA, Food Purchasing