

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DJA

**PURCHASING AUTHORITY**

Statement of Purpose

It is the purpose of this policy to define the procedures for purchasing and to assign responsibility for same.

Statement of Policy

The Sanborn Regional School Board assigns the Superintendent of Schools the responsibility for supervising the Business Administrator in the quality and quantity of purchases made. The prime guidelines governing this responsibility are that:

- (1) All purchases fall within the framework of budget limitations.
- (2) All purchases be consistent with the approved educational goals and programs of the district.
- (3) All policies and procedures governing purchasing are strictly followed.
- (4) All purchases are made through/approved by the Business Administrator.

Related policies: DJ - Purchasing  
DJD - Cooperative Purchasing  
DJF - Local Purchasing

Effective: November 4, 1992  
Revised: June 3, 1998  
Reaffirmed: October 15, 2008