

7.12 -- PURCHASING OF SCHOOL MATERIALS

All purchasing in the Van Buren School District shall be under the direction of the District Administration. Supplies and equipment needed must be requested from the supervisor or administrator authorized to issue purchase orders and on requisition forms furnished by the individual schools. When a requisition is approved, a purchase order shall be completed by the school principal, assistant principal, the band director, or the athletic director in accordance with the approved budget for the program in which the supplies or equipment shall be used. Upon completion of the purchase order, the principal, assistant principal, band director, or athletic director shall sign the purchase order and submit it to the district office for approval. After approval by the Superintendent or Deputy Superintendent, an order may be placed for the supplies and/or equipment.

The Superintendent, Deputy Superintendent, federal program supervisor, special education supervisor, or program administrator may complete purchase orders in accordance with the budgets of the programs for which they are responsible. Bids shall be taken on those purchases for which bids are required by local, state, or federal laws or by Arkansas Department of Education regulations, and on any purchases that the Van Buren School District Board of Education or Superintendent deem necessary.

Principals of individual schools may complete purchase orders for the expenditure of activity funds controlled by and raised by the individual school organizations and place the orders for supplies and equipment to be purchased from activity funds without the approval of the district administration.

Ref: A.C.A. 6-21-(304-305)

Approved by Board of Education 11/10/92

Revised by Board of Education 12/14/99