PURCHASING: AUTHORIZATION AND CONTROL

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. School board approval for purchase of furniture, supplies, equipment (except books) is required when the aggregate total of a requisition exceeds $200,000 including public works. All public works $200,000 or less will be processed in accordance with laws and regulations of the State of Washington. The superintendent shall establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Emergency Declaration: Upon request by the Superintendent, the Board by resolution may waive bidding requirements in the event of an emergency, provided the emergency is a condition likely to result in immediate physical injury to persons or to property of the District in the absence of prompt remedial action.¹


Adopted: 3/26/2015

¹ Rationale: Emergency declaration is not currently covered in Board policy. Change is consistent with the requirements of RCW 28A.335.190.