

DE SOTO AREA SCHOOL DISTRICT

672

PURCHASING

The District Administrator or designee shall approve all purchases made in the name of the De Soto Area School District except those authorized by direct action of the Board of Education.

For those purchases requiring bidding procedures, the District may reject any or all bids received.

Requisitions

Requisitions for equipment, supplies and services are to be made on the properly authorized forms, which must be signed by officially designated personnel before being processed.

Teachers may not expend any funds or charge any material to school accounts unless authorized by the building principal, athletic director and/or District Administrator. Requisitions for supplies by athletic coaches require prior approval of the athletic director, and final approval of the administration.

No requisitions are to be paid by the central office unless the above approvals are given.

Purchase Orders

The procurement of most supplies, equipment and services shall be initiated by the issuance of a purchase order signed by the immediate supervisor and District Administrator. Administrators may, from time to time, allow some deviation from this procedure as extenuating conditions exist.

The District may refuse payment for purchases made in a manner different from the purchase order procedure outlined above.

Receiving Supplies and Equipment

All supplies and equipment purchased in the name of the District shall be checked in and the person ordering the

supplies/equipment must verify the receipt of the ordered items to the central office before payment will be made to the vendor. Payment will only be made based upon a verified invoice of goods received or services rendered.

LEGAL REF.: Sections 19.59 Wisconsin Statutes
62.15
66.0601(2)
120.13(5), (33)
946.10
946.12
946.13

CROSS REF.: 623, Budget Implementation
662.2, Petty Cash Funds
673, Payment Procedures
682, Financial Reports and Statements

APPROVED: April 14, 2008
