The Superintendent/designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds $80,000. However, the Superintendent/designee shall have the authority to make capital outlay purchases exceeding the statutory bid limit without advance approval when it is necessary to protect the interests of the District or the health and safety of the staff and students, to be followed by ratification of the Board. Superintendent/designee shall establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the District without proper authorization may be held personally responsible for payment of such obligations.

Policy History:
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