

Missoula County Public Schools
Financial Management 7320
Purchasing: Authorization and Control

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:

Approved on: April 14, 1998

First Reading at PN&P Committee meeting on September 28, 2005

Approved on: October 11, 2005

Presented at April 25, 2007 PN&P Committee meeting for minor revision.

Approved on: May 8, 2007

Revised at PN&P Committee on January 28, 2015 and posted for public comment.

Approved on: March 10, 2015