

PURCHASING AND DISTRIBUTION**Adoption Date: 5/13/08, 4/12/21****Revision Date: 2/18/93, 5/19/93, 10/2/97, 3/16/00, 12/2/03,
3/17/08, 4/12/21 (local)****Page 1 of 1**

It is the policy of the Welch Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to the principal or teacher. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee or may provide a complete delegation of purchasing and distribution duties. No person except the superintendent or the superintendent's designee shall make purchases without written authorization. Such purchases shall be limited to those in the amount of \$15,000.00 or less without prior board approval. *(local)*

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best bid.

No expenditure involving an amount greater than \$500.00 shall be made except in accordance with a written contract or purchase order.

The maximum authorized amount of a purchase order may be increased to cover unforeseen expenses without additional board approval or action. A one-time increase to the original purchase order may not exceed 30% (thirty percent) of the original amount. Written annotation of said increase will be made on the original purchase order prior to payment.

**REFERENCE: 21 OS §355
57 OS §549.1
62 OS §371
70 OS §5-123
70 OS §5-124
70 OS §5-129
70 OS §5-135**