

## **200L PURCHASING AUTHORITY**

### **I. PURPOSE**

- A. The School Board endorses the concept of centralized purchasing.

### **II. GENERAL STATEMENT OF POLICY**

- A. The School Board directs the Superintendent to develop and maintain an efficient purchasing system for all supplies, equipment, and materials in accordance with state law and accepted purchasing practices.

### **III. PROCEDURES**

#### A. Transactions

- 1. Purchases:
  - a. Purchasing transactions will be authorized on properly signed purchase orders or administered by purchasing cards through the District Office.
  - b. Purchasing or the incurrence of obligations on behalf of the School District may only be made within the framework of the School Board adopted budgets.
  - c. The Superintendent or her designee are authorized to contract for goods and services in accordance of the provisions of Minnesota Statutes Section 123B.52 Subd.2