

Purchasing Procedures

The following purchasing procedures shall apply:

1. All purchases for which payment is to be made from tax funds shall be made in accordance with the rules and regulations of the Board of Education, Archuleta School District 50 JT and the laws of the State of Colorado.
2. Purchase orders or duly executed contracts are required to cover all expenditures, **or with a district issued purchase card as approved with purchase card procedures.**
3. Only authorized representatives of the business office can give out a purchase order number to obligate the school district for the purchase of goods and services. Likewise, only authorized representatives of the business office can change or cancel an order.
4. No employee shall incur any debt against the school district without the prior knowledge, approval and properly executed purchase order from the business office, **or with a district issued purchase card as approved with purchase card procedures.**
5. Vendors who supply goods or services without the consent of the business manager do so at their own risk. The school district cannot be held responsible for bills incurred by individual employees who are not authorized to act on behalf of the school district.
6. Any costs incurred by school district employees for sample materials or equipment, preview materials or equipment, on-approval materials or equipment, etc. shall be the exclusive responsibility of the employee unless properly ordered through the business office.

Approved: December 10, 2002

Amended: January 12, 2021