

## **Purchasing Standards**

The following procedures shall be followed in making purchases:

1. Appropriate authorization must be obtained and documented prior to purchase;
2. Designated employees may authorize purchases of \$749.99 or less;
3. Principals, managers, and supervisors may authorize purchase of \$2,499.99 or less;
4. Any purchases of \$2,500 or more shall require authorization from either the superintendent, assistant superintendent, or finance and operations director.