

Adopted: 4/1992

Sibley Public School District Policy 809

Orig. 4/1992

Revised: 11/2022

Rev. 8/1997

809 PURCHASING POLICY

The policy of Sibley East School District shall be to purchase products and services from within the district community provided that such products and services shall be competitive in price and quality.

The official budget document shall be considered as the authority for all expenditures that are made during the fiscal year. The principal concern of the School Board shall be that overall expenditures for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

The Superintendent or an authorized staff member shall approve all purchases made in the name of the School District except those authorized by district action of the Board. All claims and accounts shall be reviewed monthly by the Board.

In regard to purchases exceeding \$5,000.00 M.S.471.345, Subdivision 3 and 4 shall govern.

PURCHASE ORDERS

The procurement of all supplies, equipment, and services shall be initiated by the issuance of an official purchase order signed by the Superintendent or by an authorized staff member. Only supplies, equipment, and services procured by formal contract and by special administrative permission shall be exempt.

Purchase orders will comply with UFAR required procedures.

REQUISITIONS

Annual requisitions are prepared and sent to the Superintendent's office by the principals once each year in the Spring. The disbursement budget is based upon these requisitions and any request turned in later in the year causes deficits in the budget. It, therefore, is essential that all annual requisitions be presented to the principal before the date on which these requisitions are due in the main office. Principals will make judgement on the necessity of items, compile all information, and provide the Superintendent with completed UFAR forms.

Requisitions will comply with UFAR required procedures.