

**WINNER SCHOOL DISTRICT 59-2  
OFFICIAL SCHOOL BOARD POLICY**



**PURCHASING PROCEDURES**

Requests for books, supplies, repairs, or material of any nature will be handled by purchase orders. Purchase orders are available at the principal's office. Any person initiating a request should complete a purchase order and present it to their principal for approval. Individuals who request materials without using the prescribed procedures are responsible for the purchase. Because of the vast amount of purchases being made monthly, these procedures must be followed to ensure only authorized purchases are paid.

If the purchase is to be made locally, secure a pre-numbered local purchase order from the principal's office. One copy of the purchase order will be taken to the store and used as authorization for the store to charge to the individual presenting it. The sales slip must be signed by the purchase. If a purchase is made by a student, the student should be instructed to indicate what department or activity this purchase is to be used for.

When an advisor anticipates local purchases during hours when the offices are closed, they may secure a supply of pre-numbered local purchase orders for which they will be held responsible. This is only permissible for purchases that cannot be anticipated and accomplished during regular hours such as prom, homecoming, food for home economics' classroom, etc.