

FINANCE – AUTHORITY TO OBLIGATE FUNDS

No school employee or student shall financially obligate the school district without completing a requisition, forwarding it through the appropriate administrative channels for approval by the Superintendent or designee. All approved purchases shall be made by the use of an authorized purchase order from the Business Office. The same procedure shall be used when ordering material or supplies on approval basis.

Authority to approve Student Activity requisitions and purchase orders is delegated to the building principals when the payment is to be made the District Auxiliary Fund.