

Purchasing: Authorization and Control

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition requires a formal bid in accordance with state law except that the superintendent will have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligates the district without proper prior authorization may be held personally responsible for payment of such obligations.

Legal References: RCW 28A.335.190

43.19.1911

Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies.
Competitive bids — Notification of modification or cancellation — Cancellation Requirements — Lowest responsible bidder — Preferential purchase — Life cycle costing.