

## PURCHASING

The Board requires that invoices to be paid with District funds shall be for items that were made with approved purchase orders. Employees wishing to purchase items in the name of the District shall present their request to their principal or director who will then present the request to the business office for processing. Only items that have been properly ordered, invoiced and vouchered will be considered by the Board for payment.

Accounts payable and payroll lists will be provided by the business manager and approved by the Board. Actual invoices, statements and vouchers will be available for Board inspection.

The business manager is responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the approved budget. Principals and directors will be responsible for observing budget allocations in their respective schools or departments.