

## **SERIES 600 – FISCAL MANAGEMENT**

### **Expenditures – 670**

#### **Purchasing and Payment (672)**

The District Administrator and District Bookkeeper shall be responsible for all purchasing for the Norwalk-Ontario-Wilton School District. All purchasing shall be done by using purchase orders with approval of the District Administrator.

All purchases of any school materials, supplies, equipment, or services shall be by a requisition for such purchase. Requisitions by educational staff shall be approved by the Building Principals and approved by the District Administrator who shall determine the availability of money for such purchase. Requisitions by all support staff must receive approval of the District Administrator who shall determine the availability of money for such purchase. There will be times in emergency situations where support staff will have to purchase items due to immediate (emergency) need, or the District Administrator is unavailable. During emergency situations, support staff may purchase materials without administrative approval when purchasing is in the best interest of the school district. At times when the District Administrator is physically not present or is unavailable, all requisitions will be forwarded to the District Bookkeeper for approval.

Whenever possible, businesses within the school district boundaries will be heavily considered taking into account price, quality, and service.

Goods shall be received and approved by the party making the purchase. All responsible people who have received goods shall return an approved, signed invoice or a cancelled purchase order to the Bookkeeper indicating their satisfaction with the goods delivered.

The invoice will be paid when payment has been authorized by the Board of Education at a regular monthly meeting except when, with the approval of the District Administrator, extenuating circumstances determine that payment must be made prior to the regular monthly meeting of the Board of Education.

Adopted: 10/17/05