

# BUTTE SCHOOLS SELF-FUNDED PROGRAMS

## POLICIES & PROCEDURES MANUAL

Subject: **PURCHASING**

Section: **1.13**

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The Executive Director shall be charged with the development and execution of sound procedures to implement this policy. Procedures are as follows:

1. All purchases of supplies and equipment will be initiated by a purchase order approved by the Executive Director.
2. The Executive Director will assure that purchases contemplated are within the approved BSSP budget and that they provide the maximum value for BSSP within the framework of law, policy, and sound business practice.
3. All other purchases will be approved by the Executive Director who will assure that they are within the authorized budget or that approval of the Executive Committee or Board of Directors is obtained before authorization by the Executive Director.