

Purchasing Policy: Authorization and Control

The Superintendent is authorized to employ the most cost efficient method for acquiring supplies, materials, and services; and to direct expenditures and purchases within limits of the approved ESD annual budget.

The Superintendent shall develop requisition and purchase procedures as a means of monitoring expenditures. Where it is economically advantageous, ESD should join with other governmental agencies or other school districts in cooperative purchasing.

The Superintendent shall develop procedures for entering into contractual agreements for personal services and services provided through interlocal agreement. Contractual agreements shall include required terms and conditions which have been reviewed by legal counsel to ensure that significant required terms, conditions and risks have been addressed.

ESD may not purchase goods or services of any kind from an employee or Board member other than those services for which the individual is employed.

Staff who obligate ESD without proper authorization may be held personally responsible for payment of such obligations.

When purchasing is done on behalf of member districts, the applicable statutes and regulations shall be followed.

Legal References: *RCW 28A.310*

Cross References: *6211 Purchasing Policy: Procurement*

Adoption Date: **3-6-75**

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