

PURCHASING AND DISTRIBUTION

It is the policy of the Gore Board of Education that purchasing and distribution shall be under the supervision of the superintendent but may be delegated in writing by the superintendent to a principal or teacher. No person except the superintendent or the superintendent's designee shall make purchases without written authorization.

The superintendent should take advantage of discounts for buying in quantity and, if possible, purchase in sufficient quantities for one full school term. Requisitions for supplies shall originate from teachers, through the principal, to the superintendent. Purchases shall be made from local firms when economically wise to do so.

The board shall set an amount of a single purchase expenditure limit annually for the superintendent. This limit shall be without prior board approval.