

Purchasing: Authorization and Control

The superintendent is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds the informal bid law amount, except that the superintendent will have the authority to make capital outlay purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Legal References: RCW 28A.335.190

Advertising for bids – Copetitive bid procedures –
Purchases from inmate work programs –
Telephone or written quotation solicitation,
limitations - Emergencies

**Adoption Date: 09.23.86
Washougal School District
Revised: 11.19.13; 06.23.15; 06.26.18**

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Requisitions will be approved by the superintendent. As a minimum, requisitions will provide the following information:

- A. Name of school, department and originator, and date originated;
- B. School department or person to which material is to be delivered;
- C. Budget year;
- D. Specifications of equipment items (manufacturer, stock number, etc.);
- E. Estimated cost based on latest price; and
- F. Authorizing signature.

The purchasing department will prepare a multiple-copy purchase order from the original request. One copy of the purchase order will be sent to the receiving facility to be signed and returned to the purchasing department when the goods have been received.

Upon placement of a purchase order, the business office will encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of revenues.

Materials desired for "examination" should be ordered on requisition, and include a statement that "the following items are for examination for 30 days."