

**PURCHASING AND DISTRIBUTION
(REGULATION)**

All purchases shall be made in strict conformity with local procedural requirements as set forth in the laws of Oklahoma.

School supplies and equipment shall be purchased only after careful consideration of the needs as pointed out by the appropriate administrative officials, teachers, and staff of the school system and authorized by the superintendent.

All materials and services received by the school district shall be reviewed by the proper school district representative to see that terms and specifications have been met.

The board shall keep written records covering all purchases. These records shall include written purchase orders, backup data, copies of the bills, and claims showing time of payment. Backup data are identified as notes and records verifying comparative pricing, telephone quotations, individuals and businesses contacted, and similar information to insure best pricing and service.

All guarantees shall remain on file in the superintendent's office.

Interim Authority

The superintendent is hereby authorized to exercise authority on an interim basis any time the superintendent believes such action is in the best interest of the district. The superintendent is hereby directed to proceed in a manner consonant with the expressed and implied intentions of the board. The superintendent shall report such action to the board at the next regular meeting for the board's confirmation.

REFERENCE: 62 O.S. §310.9
74 O.S. §3109

Adopted: February 9, 2004, as policy B-126