

**PURCHASING AND DISTRIBUTION**

It is the policy of the Southwest Technology Center 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 another administrator. Written delegations of authority should contain specific limitations imposed by the board or superintendent upon the designee. No person except the superintendent or the superintendent's designee shall make purchases without written authorization.

The board authorizes the superintendent to approve expenditures in the amount of \$5,000 or less, to cover any single purchase order from the General Operating Budget, which may be required to conduct efficient operations within the school district. Such purchases may include materials, small equipment, furniture, services, and/or supplies used for operation and maintenance when such expenditures are within budgetary allocations. Purchase orders will not be split to avoid the \$5,000 limit on purchases from a vendor. The board authorizes the superintendent to approve expenditures of \$1,000 or less for emergency custodial maintenance needs without comparative pricing. The board authorizes the Superintendent to approve change orders not to exceed 10% of the board approved purchase order for adjustments in shipping and charges or slight increases in pricing.

The superintendent should take advantage of discounts for buying in quantity and if possible and storage space is available, purchase in sufficient quantities for one full school term. Requisitions for supplies shall follow the appropriate chain of command originating from teachers and staff, through the appropriate program director, division director, or campus director, to the superintendent. Purchases shall be made from local firms when economically wise to do so. However, the school district is required to purchase goods and services provided by the Oklahoma Department of Corrections whenever the article, service, or product provided by the Department of Corrections is the lowest and best price.

No expenditure shall be made except in accordance with a written contract or purchase order.

**REFERENCE:** 21 O.S. §355  
57 O.S. §549.1  
62 O.S. §371  
70 O.S. §5-123  
70 O.S. §5-124  
70 O.S. §5-129  
70 O.S. §5-135

**CROSS-REFERENCE:** Policy CHC, Bids and Quotations

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