

5.8.3

PAYING FOR GOODS & SERVICES

ADOPT: APRIL 8, 1985

REVISED: MAY 8, 2001

REVIEWED: MARCH 10, 2009

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Purchase Orders

The Board will authorize expenditures of District funds by approving the issuance of a warrant. The Secretary of the Board, the Superintendent/President, or the Vice-President of Business Services is hereby authorized to sign District orders, which are legal claims against the District. Approval of all warrants shall be recorded in the Board minutes.

Miscellaneous Expenses

The Board encourages all acquisition of goods and services through authorized Purchase Orders. Under specific circumstances, approved miscellaneous expenses up to \$100 may be reimbursed.

Payrolls

The Board hereby authorizes the Secretary of the Board, the Superintendent/President, or the Vice-President of Business Services or designee shall approve all payroll expenditures in accordance with all legal requirements, including policies of the Board.