

EXPENDITURES (PURCHASING/INCIDENTAL ACCOUNTS)

It is the policy of the Board that not only the letter, but the spirit of all laws and regulations relating to purchases by the Cooperative and the control of its finances and property, be abided by strictly and without exception.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program in instruction.

The Board holds the Director directly responsible for carrying out this policy, and toward that end, the Director shall, with the assistance of the Business Manager, detail the procedures for executing this policy in written administrative directives.

Unless specifically permitted by policy or regulation, no person, other than the Business Manager, or designee, shall make purchases or make commitments in the name of, or on behalf of the Board for the Cooperative. In all cases, no person other than the Business Manager, or designee, shall obligate or bind the District to current or future expenditures, terms or conditions, included in any purchase or contract. All contracts must be approved by the Board in order to be binding on the Cooperative.

No employee of the Cooperative may obligate the Board for a purchase without its having gone through the regular approval procedure.

The Business Manager may recommend incidental accounts, petty cash funds, and open purchase orders for the various Cooperative departments to allow for the timely purchase of goods, subject to Board authorization.

Policy Adopted: March 20, 1991
Revised: April 16, 2014