

OLDHAM COUNTY BOARD OF EDUCATION POLICY

PURCHASE ORDERS

3055

3055.01 WHEN REQUIRED

The approved Working Budget shall determine all purchases except in emergencies. Before any item is purchased or expenditure made by any school personnel (principal, teachers, secretary, custodian, food service personnel, bus driver, students, volunteers) in which the item or expenditure is expected to be paid by Board funds (Board funds include all funds in all school level accounts), purchase order forms for the expenditure shall be sent to the Finance Officer's office for approval. The request should contain description of the item or expenditure, purpose and estimated cost.

Purchases involving expenditures of funds from school activity accounts must be approved by the principal prior to purchase.

3055.02 FAILURE TO FOLLOW PURCHASE PROCEDURE

The Board shall not accept liability for payment of any expenditure that does not follow said procedure.

An employee's failure to follow the district purchase order procedure may result in disciplinary action.