

Section E

Business & Non-Instructional  
Operations

File Code: E – 27

Policy: Purchasing  
Green Mountain Union High School

Date Warned: June 20, 2002

Date Adopted: July 25, 2002

All purchases will be made by purchase order unless otherwise approved by the Principal and Business Office. Purchase order requests will be approved by the responsible administrator, i.e. Superintendent, Principal, Director of Special Education, etc. All purchase order requests will then be reviewed by the Business Office to insure funds are available.

If funds are not available, the purchase order request will be returned to the originating administrator. The administrator may find an alternate source of funding, i.e. substitute supply funds for equipment funds.

All purchase orders must be sent to the Business Office for approval **before** items are purchased. Individuals who undertake any financial obligation without appropriate authorization are responsible for all costs that may be incurred.

Note: See attached purchase order procedure