

Purchasing Procedures

The Principal or designee shall have the authority to independently issue purchase orders for amounts up to \$1000. Purchase orders greater than \$1000, shall require the signatures of both the Principal or designee and the Treasurer. When the Treasurer is unavailable, purchase orders in excess of \$1,000 require an officer and a Board member signature. If a Board member/officer declines to approve a purchase order, it can only be approved as a consent item at a meeting of the Board of Directors.

Approved June 25, 1998
Revised October 29, 1998
Revised June 25, 2002