

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**BUILDING LEVEL PURCHASES****I. AUTHORITY TO PURCHASE**

- A. All purchases shall be made only by authorization of the building administrator, whose decision shall be based, in large part, on budgetary assignments.

II. PURCHASES BY EMPLOYEES

- A. All purchase orders must be signed by the building principal prior to purchasing or charging supplies unless specific arrangements are made.
- B. Employees who purchase items for the school will be reimbursed if the purchase was pre-approved by the building principal and a receipt attached to the voucher form is presented for payment.
- C. Any sales tax that the school district is exempt from shall not be paid to an employee who is reimbursed for purchases except when such sales tax unavoidable and with prior permission from the superintendent.