

PURCHASING AUTHORITY

The School Board appoints MSD Wayne Township's Chief Financial Officer and Director of Finance to serve as purchasing agents. They shall be responsible for developing and administering the purchasing program for the District.

The purchasing agents are authorized to issue purchase orders without prior approval of the Board where formal bidding procedures are not required by law, and when budget appropriations are adequate to cover such obligations (See *Policy F200: Bidding/Quoting Requirements*). If merchandise has been received without prior approval of the Business Office, or if appropriations are insufficient, payment for such merchandise shall be the responsibility of the individual receiving the merchandise.

Items commonly used in the various schools or units thereof shall be standardized whenever consistent with educational goals and in the interest of efficiency and economy.

The Superintendent, Assistant Superintendents, Chief Financial Officer, Directors, Supervisors and Principals, are designated as requisitioners. A requisitioner is authorized to make requests to purchase from this stipulated segment of budget appropriations.

MSD of Wayne Township, Marion County, Indiana

Adopted: Original Policy

Revised: July 13, 1998

Revised: February 10, 2014

Revised: December 9, 2019