

The Trustees assign the CEO the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they are consistent with the approved educational goals and programs of the school.

The CEO will give final approval and sign all purchase orders, and upon doing so shall:

- Assure that sufficient budgetary funds are available to make the purchase.
- Assure that all purchases are made on properly approved purchase orders
- Assure that individuals developing purchase orders shall make every effort to ensure the best possible price for the desired product and/or services.
- Assure budgetary account number(s) and quantities of item(s) are indicated.
- Assure the vendor's name and address are clearly listed.

Law Reference:

Appendix Reference:

Date Adopted:

Revision Dates:

Last Review Date: