



DJA - PURCHASING AUTHORITY

Prior approval of the Board of Education is required for the purchase of goods and/or services, as defined in Policy DJ (Purchasing), including construction contracts, of \$250,000 or more. In addition, the superintendent or executive director of finance may require that a proposed purchase of less than \$250,000 be submitted for Board action if the superintendent or executive director of finance believes that Board action is in the best interest of the District because of the terms, conditions and/or nature of the proposed purchase.

The superintendent and executive director of finance shall each have authority to purchase goods and/or services and to approve construction contracts for amounts up to \$250,000 if funds have been budgeted and appropriated therefor, and if the purchase is consistent with governing law and District policies, regulations and administrative guidelines. The executive director of finance may delegate purchasing authority to employees in the Finance Department for amounts up to \$100,000, subject to the same terms and conditions as apply to the executive director of finance's purchasing authority. Such delegation of purchasing authority must be documented in writing.

The superintendent, executive director of finance and controller may delegate authority to purchase goods and/or services to other District departments, sites and employees for amounts up to \$5,000 if funds have been budgeted and appropriated therefor, and if the purchase is consistent with governing law and District policies, regulations and administrative guidelines.

Notwithstanding any other provision of this policy and notwithstanding any provision of Policies DJ and DJB, District administrators may veto any purchase proposed or contemplated by an employee over whom they have supervisory authority.

Adopted by Board: May 1972
Revised by Board: May 1982
Revised by Board: April 1988
Revised by Board: April 8, 1996
Revised by Superintendent: May 14, 2007
Revised by Superintendent: March 21, 2016
Revised by Superintendent: March 8, 2017
Adopted by Board: February 12, 2019
Revised by Board: December 8, 2020

CROSS REFS:
DJ, Purchasing
DJB, Purchasing Procedures

DJC, Petty Cash

DJG/DJGA, Vendor Relations, Sales Calls and Demonstrations

FE, Construction Projects and Contracting Procedures

FEAA, Construction Project Prequalification