



## **DJA - PURCHASING AUTHORITY**

As used in this policy, the term “purchase” is defined to include buying goods and/or services with cash, a check or a purchasing card, as well as signing or otherwise agreeing to a contract that purportedly obligates the District to buy goods and/or services.

Prior approval of the Board of Education is required for the purchase of goods and/or services, 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 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 purchasing and materials manager shall 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 purchasing and materials manager may delegate purchasing authority to employees in the Purchasing and Materials Management Department for amounts up to \$100,000, subject to the same terms and conditions as apply to the manager’s purchasing authority.

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.

Purchases shall not be divided for the purpose of circumventing the limits on purchasing authority specified in this policy.

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

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