

Ordering of Supplies and Equipment

1125

Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the superintendent of schools or his or her designee shall be personally liable for payment for the equipment purchased.

School employees or students purchasing supplies and equipment out of an activity account must first secure a requisition form approved by the superintendent of schools, or his or her designee, authorizing the purchase before any purchase is made. A copy of the 'charge slip' must be signed by the person authorized to make the purchase and the 'charge slip' shall be returned to the office of the superintendent. Failure to follow these procedures will cause the individual to be personally liable for payment for the material purchased.

Legal Reference: §79-526 Board Authority for Supervision and Control.