

**MILLINOCKET SCHOOL DEPARTMENT
SCHOOL BOARD POLICY**

POLICY: PURCHASING – PURCHASE ORDERS

Purchasing procedures are as follows:

1. Staff must submit requests for purchases to their supervisors as follows:
 - a. teachers and school clerical personnel must submit requests to building Principals
 - b. custodial and maintenance personnel must submit requests to the Facilities Director
 - c. food service personnel must submit requests to the Food Service Manager

2. Purchase orders are created and signed by the above administrators, except in the following cases:
 - a. purchases under \$50
 - b. mileage
 - c. contracted services (i.e., transportation, Special Ed contracts)
 - d. recurring expenses (i.e., utilities, retiree insurance reimbursements)

3. Purchase order is submitted to Central Office and signed by the Superintendent of Schools

Approved: 7-1-74

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