

Board Policy – Purchasing Approvals
Board Policy 3300

Whenever state law invests the Governing Board with the power to enter into contracts on behalf of the school (BRIDGES), the Board may, by a majority vote, delegate this power to the Director or designee. To be valid or to constitute an enforceable obligation against the school, all contracts must be approved and/or ratified by the Board.

The Governing Board recognizes its fiduciary responsibility to oversee the prudent expenditure of school funds. In order to best serve the needs and interests of BRIDGES, the Director or designee shall develop and maintain effective purchasing procedures that are consistent with sound financial controls and that ensure the school receives maximum value for items purchased. He/she shall ensure that records of expenditures and purchases are maintained in accordance with law.

The Director or designee may purchase supplies, materials, apparatus, equipment, and services up to the amounts specified in this board policy which is \$5,000.00. (Five Thousand Dollars) Any purchase from a single vendor on a single purchase order that results in a higher amount must be brought to the Governing Board for approval in advance. Any contract or purchase order that is not approved by the Governing Board will be considered null and void until such action has taken place.

The Board shall review all transactions entered into by the Director or designee on behalf of the Board every 60 days. (Education Code 17605)

Once an expenditure is board approved, The Director or designee may authorize the expenditure which exceeds the budget classification allowance against which the expenditure is the proper charge only if an amount sufficient to cover the purchase is available in the budget for transfer by the business office.

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment