

## PURCHASING/PURCHASING AUTHORITY

When the budget for the year is approved in final form by the Board, the superintendent shall direct the purchase of such books, supplies and equipment and other materials required within the limits of the adopted budget. The purchase of these items shall require no further Board approval except in those instances where Board Policy requires certain purchases to be put to bid. The Board reserves the right to request bids on all purchases, and the right to refuse any or all bids for any item or service.

The Board shall be consulted and motion approved before any purchases are made from the Capital Reserve Fund, the annual purchase of major pieces of equipment, such as school buses, shall be scheduled so that annual budgetary appropriations for capital purposes either will be of similar size or will show a continuous trend without severe fluctuations.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school district to purchase in quantity whenever possible and practical.

ADOPTION DATE: January 15, 1985

REVISION DATE: March 20, 1996

LEGAL REFS.: C.R.S. 22-32-109 (1)(b)