

### Purchasing Authority

The Superintendent and the Administrative Assistant are the only purchasing agents authorized by the Board of Education for the Alva Independent School District #001. Employees requisitioning supplies or equipment are to fill out requisition forms and submit all requisitions to the Building Principal who will then submit the requisitions to the Superintendent or the Administrative Assistant for approval prior to any purchase.

Policies and Procedures of the State Department of Education states “the Board of Education shall determine the extent such costs may fluctuate without additional board action”.

The Board of Education hereby authorizes the purchasing agents to approve expenditures on each purchase order up to 10% above the original amount of the purchase order without additional board action.

Adopted:

Revised:	June 01, 1992	February 06, 2006
	July 09, 2001	
	May 06, 2002	
	July 08, 2002	
	February 02, 2004	

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma