

PURCHASING AUTHORITY (DJA-R)
Proposed Administrative Regulation

The authority to requisition the purchase of goods and services is delegated to designated employees in all schools and departments within the Eastern School District. These regulations will ensure accountability of funds associated with the Eastern School District.

Purchasing Authority Limitations

The following authority levels apply for all purchases of the Eastern School District and the dollar values do not include taxes, shipping, or handling:

- Principals may authorize requisitions and expenditures (invoice payments) up to \$25,000. Principals may delegate authorization levels up to \$10,000 to their vice-principals or other designates.
- Directors and staff designated by the Superintendent may authorize requisitions and expenditures (invoice payments) up to \$25,000. Directors may designate additional staff within their department with signing authority, not to exceed \$10,000.
- The Director of Corporate Services may authorize requisitions and expenditures (invoice payments) up to \$100,000.
- The Superintendent of Education may authorize requisitions and expenditures (invoice payments) up to \$100,000.
- The Superintendent and Director of Corporate Services are jointly required to authorize requisitions and expenditures (invoice payments) over \$100,000.

Exceeding Purchasing Authority Limits

Splitting or dividing the purchase of goods or services to avoid exceeding an individual's authorized limit to purchase is prohibited.