Board Policy
BP 6210
Management Support

Purchasing: Authorization and Control

The superintendent is authorized to direct expenditures and purchases within the limits of the
detailed annual budget for the school year. Board approval for purchase of capital outlay items is
required when the aggregate total of a requisition exceeds $500 except that the superintendent
shall have the authority to make capital outlay purchases without advance approval when it is
necessary to protect the interests of the district or the health and safety of the staff or students.

Capital Outlay items are expenditures for capitalized equipment and improvements to buildings
and / or grounds infrastructure. Equipment is defined as a non-expendable, tangible item of
personal property having a useful life of more than one year and an acquisition cost which is
$300 or more.

Capital outlay expenditures may include, but are not limited to, the following:
- Air Conditioner and other cooling equipment
- Audio-Visual equipment
- Automobiles, trucks, tractors, vans, and other vehicles.
- Boilers, furnaces, and other heating equipment.
- Building and equipment major repairs and improvements.
- Communications equipment
- Computers, printers, and other peripheral equipment
- Furniture and fixtures
- Instructional Equipment
- Lunchroom equipment
- Office machines
- Sensitive items such as cameras, calculators, adding machines, etc.

The superintendent shall establish requisition and purchase order procedures as a means of
monitoring the expenditure of funds. Staff who obligate the district without proper prior
authorization may be held personally responsible for payment of such obligations.

Adoption Date: 03/1998
Cape Flattery School District