

Policy

EXPENDITURE/EXPENDING AUTHORITY

Goods purchased and services contracted by the Board of Education of the Mainland Regional High School District shall be within the framework of applicable laws and regulations, and in accord with good business practices.

The board of education of the Mainland Regional High School District shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy where such policy is required by law or regulation.

The superintendent shall, within the limits of the detailed annual budget for the year, have power to direct board approved expenditures and purchases. The board shall audit all expenditures and purchases at each regular meeting. At the close of each fiscal year the board shall check all annual budget expenditures.

The board secretary/business administrator shall be responsible for:

- A. All purchases in accord with law and school board policy;
- B. Requisitions;
- C. Annual supplies bidding;
- D. Current order purchasing;
- E. Writing specifications for bids;
- F. Deliveries, storage, and other tasks related to the purchase, acceptance, and distribution of supplies.

Nothing is to be ordered by school personnel without an official purchase order.

Adopted: February 22, 1994
NJSBA Review/Update: January 2012
Readopted: August 18, 2014

Key Words

Expenditure, Expending Authority, Purchasing, Requisitions, Purchase Order

Legal References: N.J.S.A. 18A:17-9 Secretary, report of appropriations
N.J.S.A. 18A:17-10 Secretary, annual report
N.J.S.A. 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims

Possible

Cross References: *2224 Nondiscrimination/affirmative action
*3320 Purchasing procedures
*3326 Payment for goods and services
*3327 Relations with vendors
*3570 District records and reports
3571 Financial reports

*Indicates policy is included in the Critical Policy Reference Manual.