Administrative Regulation

BUDGET APPROVAL

A. GENERAL REQUISITIONS

1. It is the department supervisor's responsibility to ensure that there are adequate funds before submitting a requisition.

B. TRAVEL EXPENSE

1. Travel expenses are governed by IISD travel regulations which set forth procedures for reimbursement. Some expenses in connection with authorized travel may be paid on a purchase order basis, such as registration fees for meetings, transportation, and expense for meeting rooms or lodging, providing such expenses can be supported by supplier invoices.

C. CONTRACTS

1. Only those individuals delegated by the superintendent may sign contracts related to purchase or equipment leases which commit the district legally as well as monetarily.

2. Contracts related to purchase or lease are defined as, but not limited to: negotiated contracts, maintenance agreements, non-disclosure agreements, rental agreements, on-site demonstration agreements, lease agreements, etc.

3. All initial contracts must be signed by the superintendent. In his/her absence, initial contracts must be signed by the superintendent's designee. The superintendent is to be apprised of all contracts signed in his/her absence.

4. When contract renewals are budgeted and there are no substantial alterations, the contract may be signed by the budgeting supervisor.

5. Original copies of all contracts are to be housed in the business and finance office.
D. OPEN ORDERS

1. Open orders will be issued only to vendors who have an established pricing structure. Open orders will only be issued for a specified time period not to exceed twelve (12) months. Open orders will specify the individual(s) authorized to release orders. Any use of new vendors must be approved with the purchasing agent prior to an open order being issued.

2. Capital equipment may not be obtained on an open purchase order.

3. Open orders are subject to continuing review by the purchasing agent.

4. Copies of packing slips, delivery receipts, etc., should be forwarded to the business office with the purchase order number clearly indicated to allow reconciliation with the invoice.

ADMINISTRATIVE REGULATION

Approved: November 15, 1983