File: DJF - Purchasing Procedures

The school district shall use a system of procurement cards, purchase orders or vouchers for the purchase of all materials, supplies, capital outlay, and contracted services.

The superintendent or CFO/COO may delegate authority to purchase goods and/or services through the use of purchase orders, vouchers, or procurement cards to other District departments, sites, and employees for amounts up to $3,500 if funds have been budgeted and appropriated therefor, and if the purchase is consistent with governing law and District policies, regulations, and administrative guidelines. In cases where purchases exceed
$3,500, employees should follow Policy DJB which involves policy around purchasing amounts.

Adopted: September 17, 1990
Revised: May 21, 2018, July 6, 2022

CROSS REFS: DJB and DJB-R1, Federal Procurement

DJE Bidding Procedures

Platte Valley School District, Weld RE-7