

District: Tupelo Public School District
Section: D - Fiscal Management
Policy Code: DJEA - Purchasing Authority

BOARD POLICY

1. In addition to the superintendent, the Board hereby designates the Director of Finance and the Assistant Director of Finance as purchasing agents with general authority to negotiate for and purchase the commodities and services necessary for the operation of the District, within the limits of budget categories and purchasing law.
2. Each purchasing agent will have an individual bond in compliance with state law.

LEGAL REF.: MCA 37-39-1 *et seq.*; 37-39-21; 25-1-15;
Attorney General Opinion, Middleton, 4-26-96;

CROSS REF.: DJED Bids and Quotations

ADMINISTRATIVE PROCEDURES

1. Before beginning official duties in the capacity of a purchasing agent, an employee shall furnish a surety bond in an amount not less than that required by law.
2. A new bond shall be secured at least every four (4) years concurrent with the normal election cycle of the Governor.

Adopted Date: 6/1/2011

Approved/Revised Date: