

## PURCHASING AUTHORITY

The board shall authorize the superintendent or his designee to purchase and supervise the purchasing of all supply items, repair parts, vendor performed services, and items of furniture and equipment, in accordance with state law and good purchasing practices.

A centralized purchasing and accounts payable process shall be utilized and said system shall adhere to the prevailing laws, as regards all sections of the statutes as defines public sector transactions, as applicable to a governing board of education.

Centralized purchasing is the most efficient means of handling purchasing. All purchases must be authorized prior to the purchase. All purchase transactions shall be requisitioned on the proper document and ordered utilizing the approved purchase order form or executed contract process. Requisitions which are submitted "after the fact" (i.e., requisition is submitted with vendor invoice attached) shall not obligate the board to make remittance; the individual(s) involved shall be responsible for making payment for all illegal purchases which do not adhere to the established purchasing process.

SOURCE:	Jackson Public School District, Jackson, Mississippi
LEGAL RE.:	Section 37-39-1, 37-7-301 through 37-7-317; Mississippi Code of 1972; Financial Accounting Manual for Mississippi Schools, Section D, 1985, Revised 2003
DATE:	December 18, 1978
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