

# Emery County School District



Policy: DJA—Purchasing Authority

Date Adopted: 20 April 1988  
Current Review / Revision: 7 December 2011

The function of purchasing is to serve the educational programs of the District by providing the necessary supplies, equipment, and services.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of supplies, equipment and services will be centralized in the business office, which functions under the supervision of the business administrator, and through whose office all district purchasing transactions are conducted.

The Board assigns the business administrator the responsibility for the quality and quantity of purchases made and authorizes the business administrator to approve purchases. The prime guidelines governing this responsibility are that all purchases fall within the legal standards established by the State of Utah procurement code, that all purchases are made within budgeted allocations and that they be consistent with the approved educational goals and programs of the District.

The business administrator is also authorized to designate a purchasing agent for the District. It is the responsibility of the purchasing agent to make purchases for both District and school use following the established policies and guidelines. The superintendent or his/her designee is also authorized to approve purchases in accordance with budget allocations and with approved District purchasing policies.

Purchases by individual schools shall be in accordance with District policies and the State of Utah procurement code.