

**Board of Trustees
Douglas County School District**

FINANCES

PURCHASES BUDGETED

It shall be the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that will provide maximum educational value for the District.

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Assistant Superintendent for Business Services or the Purchasing Clerk.

In the interests of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in the various schools be standardized to the maximum feasible extent consistent with educational goals of the District. Opportunity shall be provided to as many responsible suppliers as possible to do business with the School District, and the Assistant Superintendent for Business Services and the Purchasing Clerk shall maintain lists of potential suppliers for various types of supplies, equipment and services. The Assistant Superintendent for Business Services and the Purchasing Clerk shall make alternate suggestions to the requisitioner if, in their judgment better service, delivery, economy, or utility can be achieved by changing the proposed order.

Upon the placement of a purchase order, funds shall be committed against a specific budget line item to guard against the creation of liabilities in excess of appropriations in each budget category.

Reference: NRS Chapter 332

Date Adopted: 8/12/80

Date Revised: 6/10/86