

Policy Information

Series 4000 - Non-Instructional/Business Operation

Ordering Goods

Policy # 4420, 4.2

POLICY

1995

4420

Non-Instructional/Business
Operations

SUBJECT: ORDERING GOODS

Items or services are to be ordered only with approval of the Purchasing Agent. Goods purchased for the Board of Cooperative Educational Services shall not be used for personal purposes.

Purchases of personal items using a District purchase order will not be permitted.

The Purchasing Agent will be the only person authorized to enter into contracts for services, goods, equipment or supplies.

Board Approved
2/2/94
7/18/95

Adoption Date: 2/2/1994, Revised: 7/18/1995
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