

## Mendocino Unified School District

### Business and Noninstructional Operations

#### **Purchasing Procedures**

The procurement function is one of the major responsibilities of the Governing Board, which must approve or ratify all contracts and expenditures of the District.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract. The duties of issuing and recording purchase orders shall be centralized under the supervision of the District Business Manager.

#### **Board Policy 3310.4**

Reviewed by Board 7/3/79

Revised by Board 1/17/85

Reviewed by Board 12/1/88; 3/14/96

The District Business Manager or his/her designee shall be familiar with and perform all activities within the limitations prescribed by law, legal opinions, and in accordance with Board policy.