

Purchasing: Authorization and Control

Delegation of authority is provided by the Lynden School District Board of Directors to the Superintendent. The Superintendent, as executive officer of the board (Secretary) whom the board delegates executive responsibility, possesses purchasing authority to direct expenditures and purchases within the limits of the detailed annual budget for the school year. These purchasing limits are subject to all purchasing guidelines and applicable provisions of the RCWs.

Board approval for purchase of items is required when the aggregate total of a requisition exceeds \$75,000 for materials, equipment, supplies, work, or services (except books).

Board approval for construction, facility improvements, or public works contracts (small works roster) is required when the aggregate total of a requisition exceeds \$300,000 and is defined as all work, construction, alteration, and repair or improvement.

Exception to board approval is granted and the superintendent will have the authority to authorize purchases without advance approval when it is necessary to protect the interests of the district or the health and safety of the staff or students.

The superintendent will establish requisition and purchase order procedures as a means of monitoring the expenditure of funds. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.

Authorization guidelines are as follows:

1. Materials, equipment, supplies, work, or services (except books)
 - a. Up to \$50,000 – Superintendent Designees: District Administration, Finance Director
 - b. \$50,000 - \$75,000 – Superintendent
 - c. Above \$75,000 – These purchases follow the requirements for competitive bidding and contracts and need to be approved by the school board.

2. Construction, facility improvements, or public works contracts (Small Works Roster)
 - a. Up to \$50,000 – Superintendent Designees: District Administration, Finance Director
 - b. \$50,000 to \$300,000 – Superintendent
 - c. Above - \$300,000 – These purchases follow the requirements for competitive bidding and contracts and need to be approved by the school board.

Lynden School District No. 504
BOARD POLICY

No. 6210

Legal References:

2 CFR 200.439(b)(2)

Legal References:

RCW 28A.320.010 Corporate powers

RCW 28A.330.050 Duties of superintendent as secretary of board

RCW 28A.330.100 Additional powers of the board (First Class Districts Only)

RCW 28A.400.010 Employment of superintendent — Superintendent's qualifications, general powers, term, contract renewal

RCW 28A.400.030 Superintendent's duties Management Resources: Policy & Legal News, February 2013 Policy Revisions

Adoption Date: June 2012

Revised: September 8, 2016

Revised: December 14, 2017

Revised: February 14, 2019