

Purchasing Procedures

The **bookkeeper** shall serve as purchasing agent for the **charter school** and shall establish procedures governing the purchase of materials, supplies, equipment, and services. These procedures shall be approved by the Board.

All purchasing transactions shall be accomplished through the **administrator's** office and authorized on properly signed purchase orders.

CROSS REFS: DJE, Bidding Procedures
EBAB, Hazardous Materials

First Reading Date: 8-5-2002

Adoption Date: 9-3-2002

Lake George Charter School