Spokane Public Schools
excellence for everyone

Purchasing: Authorization and Control

The board authorizes the superintendent/designee to direct expenditures and purchases, within the limits of the detailed annual budget, for the school year. Board approval for purchase of capital outlay items is required when the aggregate total of a requisition exceeds $75,000 except that the superintendent or designee will have the authority to make capital outlay and other 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.

Adopted: 12/17/2014
Amended: 11/20/2019
Superintendent: Dr. Shelley K. Redinger