

Policy DJEA: Purchasing Authority**Douglas County School System**

Original Adopted Date: 08/03/1981 | Last Revised Date: 07/08/2019

Status: ADOPTED

The Superintendent's office, through the Douglas County Board of Education, has the authority and is charged with the responsibility for the establishment of contracts, leases, purchase orders or other agreements for the procurement of supplies, materials, equipment, services and construction.

All purchases shall be in accordance with the policies established by the Douglas County Board of Education and the laws of the State of Georgia.

No person shall be allowed to make purchases in the name of the school system without an authorized purchase order or purchasing card. Purchases made with a school system purchasing card are subject to specific limits for dollar amounts and types of products or services to be purchased as outlined in the Purchasing Card Program Policies and Procedures.

Purchases shall be made subject to the following approval limits:

1. Purchases of items in the amounts up to \$50,000 shall have the approval of the Superintendent or his designee prior to purchase in accordance with Board Policy DJED.
2. Purchases of items not previously approved in the Douglas County School System budget in the amounts of \$50,000 or more shall have the approval of the Board prior to purchase in accordance with Board Policy DJED. Purchases of items outside of the competitive procurement process in amounts \$50,000 or more shall be reported to the Board for information purposes.
3. All purchases made from local school funds for supplies, materials, equipment, and services must be approved by the school Principal.

The Superintendent is authorized to approve expenditures within the following limitations:

1. Any expenditure for less than \$50,000 per requisition.
2. Expenditures for regular supplies and equipment for opening of school.
3. Any emergency requirement to keep school open, eliminate hazards, or to keep an approved program in operation.
4. Purchases on a system-wide basis, which are within the approved budget..

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State Reference

O.C.G.A 20-02-0109

Description[Duties of superintendents](#)

O.C.G.A 20-02-0168

[Distribution of federal funds; minimum school year; summer school programs; year-round operation](#)

O.C.G.A 20-02-0270

[Establishment of statewide network of RESAs](#)

O.C.G.A 20-02-0506

[Authority to enter into multiyear lease, purchase or lease purchase contracts](#)

O.C.G.A 50-05-0070

[Purchases for county boards of education](#)**Federal Reference**

07 CFR 210.21

Description[Procurement-School Nutrition](#)