

Business

Expenditures/Expending Authority

Purchases

1. The Superintendent shall make recommendations for supplies, textbooks and ordinary repairs, which may be needed immediately.
2. All expenditures for school purposes from city appropriations shall be requested through the business manager.
3. Bills to paid from city appropriations shall be presented to the city comptroller for payment upon approval by the Superintendent or designee.

The business manager shall approve all requisitions and purchase orders, supervise and examine all bills and accounts, keep a system of financial records, and submit a statement to the Board of Education each month for its approval.

Legal Reference: Code of Ordinances - City of Norwich, CT
Chapter 7, Article II Purchases, Sales and Contracts
7-34

Policy
Adopted: 12/18/84

NORWICH PUBLIC SCHOOLS
Norwich, Connecticut

Policy
Revised: 5/22/07