

BusinessExpenditures/Expending AuthorityPurchases

1. The Superintendent or his/her designee 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 Administrator.
3. Bills to be paid from city appropriations shall be presented to the city comptroller for payment upon approval by the Superintendent or designee.

The Business Administrator or his/her designee shall approve all requisitions and purchase orders, supervise and examine all bills and accounts, keep a system of financial records, and submit a report 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
Policy Revised: 5/22/07
Policy Revised: 5/14/19

NORWICH PUBLIC SCHOOLS
Norwich, Connecticut