

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Code No. 705.2

Policy Title: PURCHASING ON BEHALF OF EMPLOYEES AND STUDENTS

Generally, the school district shall not purchase items on behalf of employees and students. It shall be within the discretion of the administration to determine when unique and unusual circumstances exist.

No purchase shall be made unless the employee or student has paid the school district prior to the order being placed and the employee or student has agreed to be responsible for any taxes or other expenses due.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 703 Budget

Approved: March 28, 2001

Revised: October 27, 2010

Reviewed: January 21, 2015