

BUSINESS PROCEDURES — Series 800

803 Expenditures

803.1 Purchasing on Behalf of Employees

Generally, the school district shall not purchase items on behalf of employees. The school district may in unusual and unique circumstances do so. It shall be within the discretion of the board to determine when unique and unusual circumstances exist.

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

Adoption Date: June 11, 2001

Review Date: November 9, 2009

Revision Date:

Legal Reference: Iowa Code § 279.8 (1995).

Cross Reference: 801 Budget