

Downey Unified School District

ADMINISTRATIVE SERVICES

PURCHASING OF SUPPLIES - BOARD APPROVAL

BP 6362

It shall be the policy of the Board of Education that all purchases shall be summarized in a listing by number indicating the fund or account of the expenditure for the Board's approval or ratification. Copies of all Purchase Orders shall be available in the Business Office and during Board meetings for Board members' review, or shall be furnished to a member for review prior to each meeting upon request.