

# **Dietrich School District No. 314**

**7402**

## **Financial Management**

### Purchase Orders

Purchasing of all equipment, materials, supplies, contract services and other items for which an obligation to pay is created within the School District shall be made by purchase order. All purchase orders will be approved by the Superintendent before the item(s) may be ordered.

### PAYING BILLS

Bills will be paid monthly at the regular Board of Trustees meeting date. All bills must be approved by the Board.

### Policy History:

Adopted on: March 2014

Revised on: