

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulations: D-02-R2 Effective: 1/5/98
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PURCHASING AUTHORITY
**(Procedures for Purchasing and/or Installing Equipment
and Furnishings)**

Equipment and/or furnishings that are to be maintained by the district will meet school district specifications and will be purchased only with the approval of the Superintendent. Any equipment purchased without the approval of the Superintendent will not be maintained by the district.

Purchase requests with specifications will be provided to the Principal who will approve or disapprove them and forward to the Superintendent for review.

Equipment and/or furnishings which require additional utilities, sewer, or extensive remodeling of a building before they can be used should not be purchased until the installation has been given a number one priority on the capital improvement list and a timeline for installation has been received by the Principal.

- a. Consideration of items for installation after the capital improvement list is completed will be reviewed by the Superintendent.