

**Non-Instructional Operations and
Business Services**

Series 700

Policy Title **PURCHASING ON BEHALF OF EMPLOYEES**

Policy # 705.2

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

No purchase is 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.

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