

**INTERIM AUTHORITY TO ENCUMBER FUNDS**  
**POLICY**

In order to expedite the purchasing process, the Procurement Manager may prepare and release purchase orders up to 25,000 in each instance prior to board approval, provided such purchase orders/encumbrances are presented for ratification at the next regularly scheduled Board meeting. In no case will purchase requests be split to circumvent this policy.

No purchase order equal to or greater than \$25,000 may be released unless the Superintendent (or in his/her absence, a designee) signs an Emergency Purchase Certificate which states the nature of the emergency. A copy of the certificate will be attached to the report of encumbrances at the next regularly scheduled board meeting.