

**DJD - LOCAL PURCHASING**

Purchases for school:

- A. Do not charge items for school or receive items on evaluation or approval without consulting the business manager or administration. Those charging items without prior approval will be responsible for that debt.
- B. Itemized slips will be required before any charged items can be paid for.
- C. Student may charge items to the school only with a signed activity slip from the advisor in charge of the class or activity.

Adopted: July 13, 2009