

# **ACTIVITY FUND PROCEDURE MANUAL**

## **SECTION 11 PURCHASING POLICIES AND PROCEDURES**

### **11.1 PURCHASES FROM ACTIVITY FUNDS**

A. The school principal and/or athletic director is fully responsible for all purchases and commitments requiring the present or future disbursement of Activity Fund monies. Sponsors must have a purchase order generated through the TxEIS module before making any purchase in the name of the school.

B. No purchases shall be made unless sufficient funds are available in the proper Activity Fund Account or will be available at a later date within the current fiscal year.

### **11.2 COMPETITIVE BIDDING REQUIREMENTS**

The guidelines presented above serve as an introduction to making purchases through the Activity Fund. The Purchasing Procedures and School Board Policy must be consulted, and those policies and procedures followed when applicable to the purchase(s) being contemplated.