

Policy Title:

***Purchasing on Behalf of Employees***

Code No. **705.2**

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

No purchase shall be 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.

**Date of Adoption:** April 28, 2003

**Date of Review:** July 14, 2025

**Date of Revision:** April 9, 2007  
January 23, 2012  
August 13, 2018