

BUDGET AND PURCHASING

The Director of Fine Arts will prepare and recommend the budget for all expenditures of tax monies for the department. It is also the responsibility of the Director to administer the budget in compliance with established policies of the Board of Trustees and administration regulations. The Director will prepare detailed procedures for music teachers regarding the expenditure of funds, and will communicate with staff members and vendors as needed to insure a clear understanding of the fiscal policies of the school district.

If payment is to come from either tax funds or activity accounts all merchandise received and services arranged for must be authorized through a school district purchase order.

Any person who makes a purchase in the name of the school district without following established procedures will be personally liable for the payment of same.