

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:

Date: May 18, 2020

Signature on file

Elfriede Roman, Superintendent

**I. SUBJECT: REQUEST AND APPROVAL OF PURCHASES**

**II. PURPOSE:**

To develop a policy and procedures that ensure appropriate review and approval of purchases; that centralizes the purchasing function to avoid duplication, waste and obsolescence and; that allows the agency to procure the best quality services, supplies, materials and equipment at the lowest possible cost in compliance with all applicable regulations.

**III. REFERENCES:**

Ohio Revised Code Section 307.86  
Ohio Revised Code Section 125  
Ohio Revised Code Sec. 5126.45  
Administrative Procedure (E 6)

**IV. POLICY:**

The Board is committed to maintaining the highest standards of conduct and accountability in the expenditure of all Board funds. Therefore, all purchases of supplies, materials, services and equipment shall be authorized and approved only within established guidelines stated in the administrative procedures supporting this policy. The appropriate management and/or Board Committees or the full Board will approve those purchases. These administrative procedures shall enable management to exercise control and due diligence over agency budgets and expenditures, maintain an acceptable audit trail and ensure compliance with all applicable laws.

**V. DISTRIBUTION:**

All Board Members  
All Management Staff  
All Staff (via Department Managers)  
LEADD President

**VI. REVIEWED:**

5/20, 11/18, 11/17, 11/16, 11/15, 11/14, 12/13, 11/12, 2/12, 2/10, 02/08, 02/06, 1/04,  
8/02, 9/99, 4/95, 10/91, 7/90