

## **402.12 Ordering of Supplies and Equipment**

Friday, August 11, 2023

### **ORDERING OF SUPPLIES AND EQUIPMENT**

Any school employee who orders any supplies or equipment without written authorization of the superintendent of schools or his or her designee shall be personally liable for payment for the equipment purchased.

School employees or students purchasing supplies and equipment out of an activity account must first secure a requisition from a school administrator, or his or her designee, authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the equipment purchased.

Legal Reference:

Neb. Statute 79-526