**Section 1105.20 Delegation of Procurement Authority**

The State Superintendent of Education may appoint one or more Board employees as State Purchasing Officers (SPO). The State Superintendent of Education may delegate to any SPO authority to conduct specific procurements or classes of procurements for the State Board of Education. The State Superintendent of Education and each SPO may appoint designees from among Board employees to assist in the performance of their respective duties and responsibilities. Each delegation shall be in writing and shall specify:

a) the activity or function authorized;

b) any limits or restrictions on the exercise of the delegated authority;

c) whether the authority may be further delegated;

d) the duration of the delegation; and

e) any reporting requirements.