

Required  
 Local  
 Notice

## PURCHASING PROCEDURES

Only through the use of efficient purchasing procedures can the school district ensure that needed goods and services are acquired in the most economical manner.

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The Board of Education directs the Superintendent of Schools and the Purchasing Agent to develop administrative regulations on how purchasing is to be done in the district.

All purchasing is to be done by the Purchasing Agent on an official purchase order generated by the district's electronic purchase order system. Checks are always to be voided manually and retained for audit.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

Cross-ref: 6700, Purchasing  
6720, Bidding Requirements

Ref: Office of the State Comptroller-Financial Management Guide

**Adoption date: 11/19/14**

**PURCHASING PROCEDURES REGULATION**

The purchasing of material, equipment or supplies shall be governed by the following list of functions.

<u>Function</u>	<u>Performed by</u>

Copy retained by school.

B. Specifications Prepared in detail by Purchasing Agent after consultation with requisitioner and made available to prospective contractors or vendors.

C. Bids or Quotations Checked and tabulated by Purchasing Agent or his/her designee and after review with the requisitioner, recommendations made to Board.