

## PURCHASING

The acquisition of supplies, equipment, and services will be centralized in the business office. All purchasing transactions are conducted under the supervision of the business administrator.

The school board assigns the business administrator the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and they be consistent with the approved educational goals and programs of the school district.

The business administrator will be solely responsible for the final approval of all non-educational purchases. The school board will approve all purchases beyond budget limitations upon recommendations from the superintendent of schools and/or business administrator.

The business administrator shall be responsible for all phases of purchasing in accordance with school board purchasing procedure policy (see below), for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

### PURCHASING PROCEDURES

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the business administrator.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

### ***Legal References:***

RSA 194-C:4 II (a), *School Administrative Units: Superintendent Services*

NH Code of Administrative Rules, Section Ed. 303.01(b), *Substantive Duties of School Boards*

Adopted 1999

