

## **PURCHASING AUTHORITY**

**P6710**

The Board of Education designates the Assistant Superintendent for Support Services and the Assistant Business Administrator as Purchasing Agents for the school district. The Assistant Superintendent for Support Services, under the general supervision of the Superintendent, will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

All purchases shall be made through the Business Office by the Purchasing Agents, subject to the approval of the Superintendent of Schools.

The Purchasing Agents are 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.

The Purchasing Agents, with the assistance of all staff members, shall develop and maintain a standard list of commonly needed school supplies and materials.

The Purchasing Agents shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agents will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Reviewed January 2005

Renumbered from P3610 – September 2015