

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and related services. The purchasing function will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board of Education.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with all purchases whenever feasible and in the best interest of the school district.

In furtherance of that goal, the district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed, as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the pupils is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.
6. to obtain more favorable costs where possible and practicable through combination bids and purchases with other districts.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the school district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality, and other factors.

The Superintendent of Schools, with the assistance of the Purchasing Agents, shall be responsible for the establishment and implementation of procedures and standard forms for use in all purchasing and related activities in the school district. Such procedures shall comply with all applicable laws and regulations of the State and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Reviewed November 2009

Renumbered from P3600 – September 2015