

PURCHASING AUTHORITY

The Board of Education designates Jennifer Brown, Business Manager, as Purchasing Agent for the school district. The Board will formally designate the individual named as purchasing agent and deputy purchasing agent at the annual organizational meeting, which will be recorded in the minutes of that meeting. If the individuals so named become unable to fulfill the duties during the course of the year, the Board will designate another purchasing agent at the next Board meeting. The Board will update the name and title of the purchasing agent in this policy every other year, if needed.

The Purchasing Agent 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 using established procedures and shall be subject to the approval of the Superintendent. All purchases will be made through the Purchasing Agent.

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.

The Purchasing Agent is 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 Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Ref: Education Law §1709(20-a)

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