

**PURCHASING AUTHORITY**

The Board of Education will annually appoint the Purchasing Agent for the School District. Under the general supervision of the Superintendent of Schools, the Purchasing Agent or in their absence, the Deputy 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 by the Purchasing Agent or in their absence, the Deputy Purchasing Agent.

The Purchasing Agent or in their absence, the Deputy 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 or in their absence, the Deputy Purchasing Agent 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 Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Reference: Education Law 1709(20-a)

Revised: February 3, 2004; May 6, 2014; June 15, 2021; February 8, 2022