

PURCHASING

The overall goal of the Nashua School District's purchasing program is to obtain the best value for goods and services, relative to both price and quality, within the proper budgetary authority.,

Competitive Purchasing Procedures

All purchasing will be conducted in accordance with the Nashua Revised Ordinances, including but not limited to NRO Division 5 (Sections 2-236 through 2-255) and all other applicable local, state and federal regulations.

The Business Administrator, under the general supervision of the Superintendent of Schools, shall function as the Purchasing Agent for the District. The Business Administrator shall have the authority to reject or award bids solicited under the appropriate purchasing procedures.

Requirements for bidding goods or services can be met by purchasing through bids or contracts available to the District through the State of New Hampshire Bureau of Purchase and Property, or regional purchasing cooperatives.

The Business Administrator shall maintain an annual bid calendar scheduling anticipated bid requirements for the fiscal year.

Documentation on all bid openings shall be maintained for a period of two years.

Purchasing Authorization

Except as noted below, all purchasing transactions shall be officially authorized by a written purchase order signed by the Superintendent of Schools, Business Administrator, or the Assistant Director of Business/Purchasing. Purchase orders shall be submitted for approval prior to obligating the District with an order for goods or services. Confirming purchase orders, submitted after orders have been placed, are not permitted.

Only the following requests for payment will be honored without a purchase order:

- routine travel reimbursements
- approved conference and tuition reimbursements
- petty cash reimbursements
- minor book and supply purchases not exceeding \$100 authorized by a principal or program director, when a purchase order is impractical
- food items purchased directly b the Director of Food Services or his/her designee

Items may be ordered for review on a trial basis with the approval of the principal or program director, so long as no obligation to purchase the items is incurred during the trial period. If a decision is made to purchase the items, a purchase order shall be submitted.

The Business Administrator may approve individual open purchase orders not to exceed \$2,000 on a reasonable and prudent basis to accommodate small purchases by schools and the district office. The Business Administrator may approve individual open purchase orders not to exceed \$4,000 to accommodate immediate purchasing requirements in plan operations repairs.

Each open purchase order shall include the name and signature of those individuals, and only those individuals, who will be authorized to make open purchases under that purchase order. Individual purchasing transactions made on open purchase orders shall not exceed \$250.

The Business Administrator shall establish and maintain procedures necessary to implement these policies.

Board Approved 04/29/96