

PURCHASING

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The acquisition of supplies, equipment, and services will be centralized in the business office District business office, which functions under the supervision of the Chief Operating Officer, and through whose office all purchasing transactions are conducted.

The Chief Operating Officer or designee shall be responsible for approval of all purchases, in accordance with Board Policy. Purchasing responsibilities include: requisitions, current order purchasing, writing of specifications for bids, deliveries, storage and other tasks related to the purchases, acceptance and distribution of supplies and materials.

Legal Reference:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01(b), Substantive Duties of School Boards

Board Approved: 10/09/2007