

Business and Non-Instructional Operations

Purchasing Procedures

3320

The procurement function is one of the major business responsibilities of the Board of education. The duties of purchasing for the Board of Education shall be directed by the Superintendent of schools through the Director of Business and Finance, who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The Superintendent of schools shall direct the development of regulations and procedures for the purchasing program of the school system, including ordering, verifying receipt of orders, distribution of materials received, and payment of bills. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

The purchase system shall be followed as established with exception to be made only upon the approval of the Superintendent, and purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board of education. The Superintendent and other staff shall:

1. buy the proper product for the purpose required;
2. buy the proper amount of the product;
3. pay the proper price;
4. have the product available when needed;

The Director of Business and Finance shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Specifications governing materials are a joint responsibility of the educational and business departments. In the procurement of materials, the Director of Business and Finance shall ensure that all materials procured meet educational or program needs.

Legal Reference:

Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined