

6720 PROCUREMENT PROCEDURES

The Purchasing Agent shall be responsible for developing and implementing procedures for the requisition, receipt, storage and distribution of supplies, materials and equipment; establishing the purchasing calendar; administering the record keeping systems; and the training of staff regarding the purchasing system procedures.

All purchases shall be made through the Business office by the Purchasing Agent, without prior approval by the Board of Education, provided budget appropriations are adequate to cover such obligations.

In general the purchasing procedures shall address the following areas:

1. the manner in which goods and services are requisitioned;
2. the process by which purchase orders are generated or canceled;
3. the use of standard supply lists
4. the use of quotations and competitive bidding;
5. the process of reviewing, storing and inventorying materials and supplies;
6. the process of auditing and paying bills and claims for purchases;
7. relations with vendors and sales representatives.

All purchasing procedures shall ensure that legal requirements are satisfied; budgetary control is maintained; the quality of goods and services meets needs and specifications; and goods and services are supplied as needed.

In order to assure goods and services are obtained most economically and efficiently and in compliance with the New York General Municipal Law, the Board of Education adopts the procurement set forth in Appendix R.

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