

3320 PURCHASING PROCEDURES

The duties of purchasing for the Board of Education shall be directed by the Principal through the Board Clerk who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The Principal shall develop 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 Principal or designee.

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

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.

The Board Clerk 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.

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.

Approved by the Salisbury Board of Education: October 21, 2019