

Section: Business/Non-Instructional Operations

Subject: Purchasing Guides

P3310

**Board Policy
Milford Public Schools
Milford, CT**

Purchasing Guides

Purchasing Services will include personnel and equipment necessary to process promptly all approved requisitions, to deliver goods and services promptly. Purchasing services will have as their criteria for all items and services:

1. Best possible quality;
2. Lowest possible cost; specifications of the user;
3. Availability when needed;
4. Efficient use of time of staff;
5. Compliance of suppliers and staff with equal employment opportunity and other Board policies.

All purchases of goods and services with district funds must be made on a properly executed district purchase order or contract issued by the Chief Operations Officer.

Board of Education Approved:
Policy Revision Approved:

April 9, 1995
May 13, 2019