

**Board of Education Policy**

PRINCIPALS OF PURCHASING

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The Board subscribes to the following principles of purchasing:

- a) Requisitions - All purchases initiated by personnel shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the School District for the purchase of services, supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- b) Purchase Orders - The purchase order is a document that authorizes a vendor to deliver described merchandise or materials at a specified price.
- c) Procedures - Procedures shall be developed and administered by the School Business Official for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.

**Reference:** 8 New York Code of Rules and Regulations  
(NYCRR) Section 170.2

**Adopted:** 02/09/2005

**Reviewed:** 09/30/2009 09/30/2015 03/27/2019

**Revised:** 10/28/2009 10/28/2015 04/17/2019