Purchasing

Policy Information

Series D - Fiscal Management Purchasing

Policy # DJ

FILE: DJ

PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote state and municipal goals in bidding for District purchases.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Director of Business Services will serve as purchasing agent. The Director of Business Services will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

Policy References:
MASC Policy
M.G.L. 30B; 71:49A

Adoption Date: 8/2/2000; Reviewed/Adopted: 8/14/2019; Revised 4/5/2023
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