

<h1>POLICY</h1>	2022	5400
	<b>Business</b>	

**Subject: Principles of Purchasing**

The Board subscribes to the following principles of purchasing:

- a) Procedures - Procedures shall be developed and administered by the School Business Official for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment. All such procedures shall meet the requirements of Article 5-A of the New York General Municipal Law. No bid for supplies or public work shall be accepted which does not conform to specifications furnished unless specifications are waived by Board action. No contract shall be assignable without the prior written consent of the District. A bid bond may be required if considered advisable.
- b) Requisitions - All purchases initiated by personnel and/or School Board Members shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the school system for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- c) Purchase Order - The purchase order is a document which authorizes a vendor to deliver described merchandise or materials at a specified price.
- d) Contracts for Services and Materials – No contracts for services or materials shall be made by individuals or organizations in the School District which involve expenditures without first securing approval for such contract from Board of Education; or by the Superintendent of Schools within the parameters of authority which may be delegated by the Board to the Superintendent. No contract shall be made which exceeds, or commits the Board to any expenditure in excess of appropriations made by the Board for the purposes served by the contract.

**Procurement of Goods and Services**

- a) All purchase contracts for materials, equipment, or supplies involving an annual expenditure of over \$20,000 and all public work contracts involving over \$35,000 shall, subject to the discretion of the Board to accept a bid or to reject all bids, be awarded on the basis of public advertising and competitive bidding. The School Business Official or District Clerk is authorized to open bids and record the same, pursuant to law. The District is authorized as well to use alternative methods, such as purchase under State or County contracts, authorized by the General Municipal Law.

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**Subject: Principles of Purchasing (Continued)**

- b) Goods and services which are not required to be procured by competitive bidding will be procured in accordance with procedures developed by the Superintendent or his/her designee. Such procedures must conform to the requirements of General Municipal Law § 104-b. For purchases not subject to bid and not purchased through New York State contracts, the following process should be adhered to unless there are extenuating circumstances.

**“Best Value” Purchasing and “Piggyback” Contracting**

- a) It is the policy of the Board of Education to permit purchasing based upon existing contracts made by the United States of America or by any state, county political subdivision or district in the United States which has opened its contracts to other jurisdictions, to the extent permitted by New York State law.
- b) The “best value” award methodology is authorized for use in procurement contracts.

**Preference for Instructional Materials in Alternative Formats**

- a) In accordance with law, the District shall give preference in the purchase of instructional materials to vendors who agree to provide materials of comparable quality in alternative formats. The term “alternate format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District (or program of BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in an approved format, as defined in the regulations of the Commissioner of Education.

**Subject: Principles of Purchasing (Continued)**

**Federal Uniform Grant Guidance**

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a) The subrecipient cannot make a contract to parties listed on the EPLS through the System for Award Management (SAM). SAM contains the list of names of parties debarred, suspended, or otherwise excluded by federal agencies.

This policy will be reviewed annually by the Board of Education.  
Commissioner's Regulations 170.2

Approved: Board of Education  
December 19, 2001

Approved: Board of Education  
September 11, 2002

Approved: Board of Education  
November 15, 2006

Approved: Board of Education  
April 24, 2013

Approved: Board of Education  
January 28, 2015

Approved: Board of Education  
April 18, 2018

Approved: Board of Education  
June 15, 2022

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**Form 5400**

**Williamson Central School District  
Annual Disclosure of Significant Financial Interests and  
Obligations**

I, the undersigned Trustee of Williamson Central School District, hereby state that to the best of my knowledge, except as disclosed below:

Neither I nor any member of my family (meaning my spouse, parents, siblings or children) holds any office, directorship or employment, or has any personal financial interest, directly or indirectly, in any corporation, partnership or other entity that transacts business with Williamson Central School District, its trustees or affiliates.

I, as an individual, do not transact any business, directly or indirectly, with Williamson Central School District, its trustees or affiliates.

No member of my family is employed by or transacts business, directly or indirectly, with Williamson Central School District, its trustees or affiliates.

Neither I nor any member of my family has, directly or indirectly, (i) any investment in any non-publicly traded corporation, partnership or other entity in which the Williamson Central School District, its trustees or affiliates has an investment, or in any corporation, partnership or other entity in which the Williamson Central School District, its trustees or affiliates has a controlling interest, or (ii) an ownership interest of 5% or more in any entity in which the Williamson Central School District, its trustees or affiliates has an investment.

**Exceptions:**

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**Form 5400**

<h1>POLICY</h1>	2022	5400
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I am an employee, trustee, director, officer, agent for or proprietor of, or hold a controlling interest in, the following for-profit and not-for-profit organizations:

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I agree that if there should arise any situation of which I am aware that is in any way contradictory of the above statements, I will immediately notify the Williamson Central School District Board of Education of any conflict, actual or potential, and will make a full public, written disclosure. I agree further that if it is determined that a potential conflict of interest exists in relation to any transaction or other business relationship, I shall comply with the Williamson Central School District Conflict of Interest Policy and Code of Ethics for Board Members in connection therewith.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name