

## **Business/Non-Instructional Operations**

### **Purchasing Procedures**

The procurement function is one of the major business responsibilities of the Board of Education.

The duties of purchasing for the Board of Education shall be centralized under a Business Manager.

The Business Manager shall process all purchase transactions for the district.

The Business Manager 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.

Four fundamental functions for the purchasing personnel are as follows:

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.

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 Superintendent or designee.

Specifications governing materials are a joint responsibility of the educational and business departments. In the procurement of materials, the Purchasing Clerk shall ensure that all materials procured will meet the needs of the educational program.

## **Business/Non-Instructional Operations**

### **Purchasing Procedures**

#### **Procedures for Entering into a Lease or Lease Purchase/Agreement**

These regulations are provided to ensure proper authorization and recording of Lease and Lease/Purchase obligations of the New London Public Schools.

#### **Definition:**

A Lease/Purchase agreement is a commitment to acquire equipment or materials where payments will be made from more than one fiscal year, and where the Board has the option to take permanent title to the equipment or materials at the end of the lease for a nominal or zero payment or renew the lease for an additional term.

1. Leases or Lease/purchase agreements will be coordinated by the Business Manager.
2. Leases or Lease/purchase agreements will be executed by the Superintendent or designee.
3. All leases and lease/purchase agreements will contain a non-appropriation clause permitting early termination of the agreement if sufficient funds are not appropriated.
4. Leases and lease/purchase agreements may be reviewed by the Board Attorney prior to execution.

Reference: City of New London Purchasing Ordinance