



Central Islip Union Free School District

Board of Education & School District Policy Book

50 Wheeler Rd. | Central Islip | N.Y. | 11722

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<https://www.centralislip.k12.ny.us>

Section	Section Title	Type
6000	Fiscal Management Goals	Regulation
Policy	Policy Title	
6740-R	Purchasing Procedures Regulation	

The purchasing of material, equipment, or supplies shall be governed by the following list of functions.

1. Function: Requisition
 - a. Copy retained by school
 - b. Sent to proper official for approval
 - c. Initiated by user
2. Specifications: Prepared in detail by Purchasing Department after consultation with requisitioner and made available to prospective contractors or vendors.
3. Bids or Quotations: Checked and tabulated by Purchasing Department and after review with the requisitioner recommendations made to Board of Education on formal bids.
4. Contract or Purchase: Contracts signed by designated board officials; orders signed by Purchasing Agent Order.
5. Follow-Up: By Purchasing Department
6. Receipt of Goods:
 - a. Person other than requisitioner signs receiving copy of Purchase Order and forwards same to Purchasing.
 - b. Department indicating the quantity and quality of materials or services which have been received and are satisfactory.
7. Invoice: Checked for price and quantity by Purchasing Department.
8. Invoice Approved: By officer giving rise to the claim and auditor after receipt of goods is acknowledged by requisitioner.

August 10, 2009