

## PURCHASING AUTHORITY

The Board of Education shall designate a purchasing agent for the school district. The purchasing agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

All purchases shall be made through the business office by the purchasing agent. No staff member is authorized to place an order with a salesman. All orders must be placed through the purchasing agent on an official purchase order blank.

The purchasing agent, with the assistance of all staff members, shall develop and maintain a list of commonly needed school supplies and materials.

The purchasing agent shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the purchasing agent will consult with the requisitioner to clarify the matter to ensure that appropriate goods or services are obtained.

Ref: 8 NYCRR §170.2(b)

Date Adopted: 5/16/06