

SALEM SCHOOL SYSTEM
Salem, Connecticut

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

REQUESTING GOODS AND SERVICES (REQUISITIONS): 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 Office Manager.

The Business Office Manager shall conduct all purchase transactions for the district.

The Business Office 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 of the purchasing personnel are:

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 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 Business Office Manager shall ensure that all materials procured will meet the needs of the educational program.

Policy Adopted: December 8, 1998