

PURCHASING AUTHORITY

The Board of Education appoints a Purchasing Agent for the school district, and may also appoint one or more persons to serve as Deputy Purchasing Agent. Such appointments will be made at the annual organizational meeting, which designation shall be recorded in the minutes of that meeting. If an individual so appointed becomes unable to fulfill the duties of Purchasing Agent or Deputy Purchasing Agent during the course of the school year, the Board will designate a replacement Purchasing Agent and, if appropriate, a Deputy Purchasing Agent at the next Board meeting .

Deleted: Under the general supervision of the Superintendent of Schools, the Purchasing Agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

Under the general supervision of the Superintendent of Schools, the Purchasing Agent and Deputy Purchasing Agent(s) will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district. All purchases will be made through the Business Office by the Purchasing Agent or Deputy Purchasing Agent.

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The Purchasing Agent (or Deputy Purchasing Agent(s), if so designated) are authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

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The Purchasing Agent (or Deputy Purchasing Agent, if so designated) is 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 (or Deputy Purchasing Agent, if so designated) will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

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Cross-Ref: 2210, Board Reorganizational Meeting

Ref: Education Law §1709(20-a)
General Municipal Law §104-b(2)(f)

Adoption date: November 14, 1994

Revised: December 10, 2007

***FOR FIRST READING 1-9-25 [REVISIONS SHOWN IN
TRACK CHANGES]***