Bartlett City Board of Education		2009
Descriptor Term: **PURCHASING PROCEDURES**	Descriptor Code: **Fiscal Management**	Issue Date: **01/09/2014**
	Rescinds:	Revised:

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

The function of the purchasing office is to serve the educational program by providing the necessary supplies, equipment, and services. The Board of Education declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of services, equipment, and supplies is centralized in the Purchasing Department, which functions under the Executive Committee of the Board of Education.

RESCIND as of January 23, 2020