Purchasing and Bidding

Purchasing

The duties of purchasing for the Bethany Board of Education (Board) shall be directed by the Superintendent or designee who shall conduct all purchase transactions for the Bethany Public School District (District) in accordance with Board Policies, the annual approved budget spending plan, and within the limitations prescribed by law and legal opinions.

The Superintendent shall determine the procedures for the purchasing program of the District, including ordering, verifying receipt of orders, distribution of materials received, and payment of invoices. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent.

The purchase system shall be followed as established with exception to be made only upon the approval of the Superintendent, and purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board. The Superintendent and other staff shall:

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.

Specifications governing materials are a joint responsibility of the school administration and District office.

Bidding

Bidding limits and requirements are determined by the Town of Bethany Municipal Code.

Legal References: Connecticut General Statutes § 10-51

Connecticut General Statutes § 10-222

Connecticut General Statutes § 10-259

Bethany Municipal Code, Chapter 12 § 12-1

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