MERCHANTVILLE BOARD OF EDUCATION **130 South Centre Street** **Merchantville, New Jersey 08109**	**File Code: 3320** **Proposed: 04/25/00** **Adopted: 05/09/00** **Revised: 01/28/14** **Reviewed: 04/08/2024**

Purchasing Procedures

The board of education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft or improper maintenance of records.

The duties of purchasing are to be centralized under the School Business Administrator, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contacts entered into by the state treasury department, division of purchase and property.

All purchases shall be approved by resolution of the board

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

See particularly:

N.J.S.A. 10:5-31 through -35

N.J.S.A. 18A:18A-1 et seq. Public Schools Contracts Law

N.J.S.A. 18A:19-1 et seq. Expenditure of Funds; Audit and Payment of Claims

N.J.S.A. 52:32-44 Business registration for providers of goods and services (definitions)

N.J.A.C. 6A:7-1.8 Equity in employment and contract practices

N.J.A.C. 6A:23A-1.2 Definitions

N.J.A.C. 6A:23A-6.4 et seq. Ownership and storage of textbooks

N.J.A.C. 6A:23A-16.5 Supplies and equipment

N.J.A.C. 6A:23A-21.1 et seq. Management of Public School Contracts

N.J.A.C. 6A:27-9.1 et seq. Contracting for Transportation Services

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 6A:32-14.1 Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Manual for the Evaluation of Local School Districts (August 2000)

Possible Cross References

*2224	Nondiscriminationlaffinnative action
3300	Expenditures/expending authority
*3326	Payment for goods and services
*3327	Relations with vendors
*3570	District records and reports
3571	Financial reports