

6740 PURCHASING PROCEDURES

Only through the use of efficient purchasing procedures can the school district ensure that needed goods and services are acquired in the most economical manner. The Board of Education directs the Superintendent of Schools and the Executive Director of Finance and Operations to develop administrative regulations on how purchasing is to be done in the district.

All purchasing is to be done by the Purchasing Agent or Deputy Purchasing Agent on an official purchase order blank. No one, except the Purchasing Agent or Deputy Purchasing Agent, is authorized to commit the district to an expenditure of public funds for goods and services.

The Purchasing Agent or Deputy Purchasing Agent is 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.

Cross-ref:

[6700](#), Purchasing

[6720](#), Bidding Requirements

Ref:

Office of the State Comptroller-Financial Management Guide

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Ossining Union Free School District