

## 6700 PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board. No one, except the Purchasing Agent, is authorized to commit the district to an expenditure of public funds for goods and services.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law.

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in [State Finance Law §163](#).

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority;
3. to promote efficiency by standardizing, to the extent allowed by law, the purchase of particular types or kinds of equipment, materials or supplies;
4. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
5. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
6. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Certified minority and women owned businesses may be awarded on the basis of best value, as defined in state finance law. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services, county and municipal, or National Cooperative contracts whenever such purchases are in the best interests of the district. In addition, the district may make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of [section 104-b of the General Municipal Law](#).

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in [Article 18 of the General Municipal Law](#).

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of [section 104-b of the General Municipal Law](#) or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Cross-ref:

[2160](#), School Board Member Ethics

[6670](#), Petty Cash/Petty Cash Accounts

[6720](#), Bidding Requirements

[6740](#), Purchasing Procedures

Ref:

[Education Law §§305\(14\); 1709\(9\)\(14\)\(22\)](#)

[General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.](#)

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**Ossining Union Free School District**