



Board of Education Policy Manual

6000 Series: Fiscal Management

Policy 6710 **PURCHASING AUTHORITY**

The Board of Education designates the School Business Administrator and Assistant Superintendent for Support Services as Purchasing Agents for the school district. The Board shall formally designate the individuals named as purchasing agents at the annual organizational meeting, which will be recorded in the minutes of that meeting. If either of the individuals so named become unable to fulfill the duties during the course of the year, the Board will designate another purchasing agent at the next Board meeting. The Purchasing Agents will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

All purchases shall be made through the Purchasing Agent(s).

The Purchasing Agents are 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.

The Purchasing Agents shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Cross-ref: 2210, Board Organizational Meeting | 6700, Purchasing

Ref: Education Law §1709(20-a) | General Municipal Law §104-b(2)(f)

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