

PURCHASING

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/board secretary, 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 contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases that exceed \$10,000 shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel outside of the purchasing procedures identified within policy and standard operation procedures of the district.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Legal References: See legal reference sheet.

Cross References: See legal reference sheet.

Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

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PURCHASING PROCEDURES

A. The purchase order requisition may be initiated by any employee. However, he/she shall consult with the business administrator/board secretary regarding any item that may be in excess of the state bid threshold or for which price quotations may benefit the district.

B. The business administrator/board secretary will:

1. Advertise any single item in excess of the state bid threshold
2. Determine if three price quotations for a single item are required

C The employee will complete the purchase order requisition according to the instruction and forward it to the:

1. Principal or chief school administrator for teachers or front office staff
2. Business administrator/board secretary and/or chief school administrator for all others.

D. The supervisor will either approve the request based on need or deny the request, returning it to the individual.

E. If approved by the principal, chief school administrator, or the business administrator/board secretary, he/she will forward the purchase order requisition to the assistant board secretary.

F. The assistant board secretary will complete the purchase order and forward it to the business administrator/board secretary.

G. The business administrator/board secretary will:

1. Review the purchase order to ensure that there are sufficient funds remaining under the appropriate budget item
2. Return any disapproved purchase orders to the administrator giving approval
3. Sign the completed purchase order
4. Forward approved purchase order to the assistant board secretary

H. The assistant board secretary will forward all approved purchase orders to the vendor with copies to the business office, receiving file and requisitioner

I. The administrative secretary will review all educational or office supply orders received and sign for receipt

J. The supervisor of buildings/grounds will review all custodial orders received and sign for receipt

K. After goods or services are received, the assistant board secretary will:

1. Place the purchase order on the bill list
2. Provide copies of the purchase orders and the bill list to a member of the board of education finance committee for review prior to the next scheduled board of education meeting.

L. The member of the finance committee will discuss any questions about the approval process with the business administrator/board secretary for clarification.

M. The business administrator/board secretary will audit bills for payment and submit the bill list to the board of education at the next meeting.

N. If approved by the board of education, the assistant board secretary will remit checks to vendors.