

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 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 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 shall be approved by resolution of the Board.

Nothing is to be ordered independently by school personnel.

Regular procedures established by the administration and approved by the Board shall be followed in the ordering of all supplies or equipment. Teachers may requisition supplies on the proper form provided the immediate supervisor has reviewed the request, checked for budgeted funds, and sent the request to the principal for approval. The principal shall review the request and approve if all criteria for the request are met. After approval by the superintendent, the purchase order requisition is forwarded to the Board office for preparation and mailing of the purchase order.

Purchase orders shall be issued only from the Board secretary's offices. The Board secretary shall be responsible for the proper budget appropriation and assigning an identification number. Payment of bills will not be accomplished until the items purchased have been received, accepted by the proper department, and signed vouchers attached.

<p>Legal References: <u>N.J.S.A. 10:5-1 et seq.</u> See particularly: <u>N.J.S.A. 10:5-31</u> through -35 <u>N.J.S.A. 18A:11-1</u> <u>N.J.S.A. 18A:18A-1 et seq.</u> <u>N.J.S.A. 18A:19-1 et seq.</u> <u>N.J.S.A. 52:32-44</u> <u>N.J.A.C. 6A:7-1.8</u> <u>N.J.A.C. 6A:23A-1.2</u> <u>N.J.A.C. 6A:23A-6.4 et seq.</u> <u>N.J.A.C. 6A:23A-16.5</u> <u>N.J.A.C. 6A:23A-21.1 et seq.</u> <u>N.J.A.C. 6A:27-9.1 et seq.</u> <u>N.J.A.C. 6A:30-1.1 et seq.</u> <u>N.J.A.C. 6A:32-14.1</u></p>	<p>Law Against Discrimination</p> <p>General mandatory powers and duties</p> <p>Public Schools Contracts Law</p> <p>Expenditure of Funds; Audit and Payment of Claims</p> <p>Business registration for providers of goods and services (definitions)</p> <p>Equity in employment and contract practices</p> <p>Definitions</p> <p>Ownership and storage of textbooks</p> <p>Supplies and equipment</p> <p>Management of Public School Contracts</p> <p>Contracting for Transportation Services</p> <p>Evaluation of the Performance of School Districts</p> <p>Review of mandated programs and services</p>
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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

Possible

Cross References:

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

* Indicates policy is included in the Critical Policy Reference Manual

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