

PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that, for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable emergency supplies.

Fiscal Management

General Statement: All open market orders, purchases based on competitive quotations, and purchases based on formal bids shall be awarded to the lowest qualified responsible supplier.

Purchases Under \$7,500: Purchases of supplies, materials, equipment and contractual services may be made in the open market after careful pricing. Whenever possible at least three competitive quotations or prices shall be obtained.

Purchases Over \$7,500: The Administration will follow formal bidding according to Board policy procedures for purchase of items costing \$7,500 or more, at the discretion of the School Board. In cases of emergencies, the Superintendent may make necessary expenditures when, in his/her judgment, the situation warrants the expenditure, but must notify the Board as soon as possible.

Capital expenditure after May 1st of each fiscal year shall require Superintendent approval.

A capital expenditure, for the purpose of this policy, shall be defined as, "expenditures which result in the acquisition of or addition to capital assets".

Legal References:

RSA 194-C: 4 II (a), Superintendent Services

NH Code of Administrative Rules, Sec. 303.01 (b), Substantive Duties of School Boards

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Cancellation: