Subject: Principles of Purchasing

The Board subscribes to the following principles of purchasing:

a) Requisitions - All purchases initiated by personnel and/or School Board Members shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the school system for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.

b) The Purchase Order - The purchase order is a document which authorizes a vendor to deliver described merchandise or materials at a specified price.

c) Procedures - Procedures shall be developed and administered by the School Business Official for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.

d) Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions.

e) All purchase contracts for materials, equipment, or supplies involving an annual expenditure of over $10,000 and all public work contracts involving over $20,000 shall be awarded on the basis of public advertising and competitive bidding. The School Business Official or District Clerk is authorized to open bids and record the same, pursuant to law.

f) In accordance with law, the District shall give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term “alternate format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District (or program of BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

Commissioner’s Regulations 170.2

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