

# Purchasing

## Policy Information

### Series D - Fiscal Management

#### Purchasing

Policy # DJ

**FILE: DJ**

### PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school system.

The Director of Business Services will serve as purchasing agent. He/She will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent or designee, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

#### **Policy References:**

MASC Policy

M.G.L. 7:22A; 7:22B; 30B; 71:49A

Adoption Date: 8/2/2000; Reviewed/Adopted: 8/14/2019  
D - Fiscal Management