

**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.

No purchase order may be placed until the Board Secretary/Business Administrator has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item or program category, and whether the goods are available elsewhere in the district.

Whenever the contemplated expenditure is 15% of the prevailing bid threshold as set by the state authority or more and is not made under a state contract, no fewer than three written quotations shall be sought by the originator of the purchase order from independent sources for the purchase of goods and services other than extraordinary, unspecifiable services. All quotations received shall be attached to and retained with a copy of the resulting purchase order.

Items commonly used in the various schools shall be standardized to the extent that it is educationally feasible to do so, and alternate suggestions shall be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed the Board Secretary/Business Administrator shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

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.

The board of education shall not knowingly enter into contract with any company which does not

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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.

Adoption: November 11, 2002

Revised: November 13, 2006

Legal References: N.J.S.A. 10:5-1 et seq.

See particularly:

N.J.S.A. 10:5-31  
through -35

N.J.S.A. 18A:18A-1 et seq.

N.J.S.A. 18A:19-1 et seq.

N.J.A.C. 6:4-1.6(c)

N.J.A.C. 6:8-4.1

N.J.A.C. 6A:23-1.2

N.J.A.C. 6A:23-2.6

N.J.A.C. 6A:23-6.1 et seq.

N.J.A.C. 6A:23-7.1 et seq.

N.J.A.C. 6A:27-9.1 et seq.

N.J.A.C. 6A:30-1.1 et seq.

Law Against Discrimination

Public Schools Contracts Law

Expenditure of Funds; Audit and Payment of Claims

Employment/contract practices

Review of mandated programs and services

Definitions

Supplies and equipment

Purchase and Loan of Textbooks

Management of Public School Contracts

Contracting for Transportation Services

Evaluation of the Performance of School Districts

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

Manual for the Evaluation of Local School Districts (August 2000)