

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/board secretary, 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 items in the approved budget that do not exceed the budgeted amount may be purchased and presented to the board for approval of issuance of warrants. Purchases that exceed the budgeted amount and cannot be funded within the allocations shall be brought to the board before such purchases are finalized. Requests for non-budgeted items shall be brought to the board for approval unless the item(s) is under \$500.00 and can be funded within allocations.

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 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.

Legal References:	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	<i>See particularly:</i>	
	<u>N.J.S.A. 10:5-31</u>	
	<i>through -35</i>	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public Schools Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.A.C. 6:4-1.6(c)</u>	Employment/contract practices
	<u>N.J.A.C. 6:8-4.1</u>	Review of mandated programs and services
	<u>N.J.A.C. 6A:23-1.2</u>	Definitions
	<u>N.J.A.C. 6A:23-2.6</u>	Supplies and equipment
	<u>N.J.A.C. 6A:23-6.1et seq.</u>	Purchase and Loan of Textbooks
	<u>N.J.A.C. 6A:23-7.1et seq.</u>	Management of Public School Contracts
	<u>N.J.A.C. 6A:27-9.1et seq.</u>	Contracting for Transportation Services
	<u>N.J.A.C. 6A:30-1.1et seq.</u>	Evaluation of the Performance of School Districts

PURCHASING PROCEDURES (continued)

Legal References: (continued)

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)

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.

Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

Approved: January 18, 1983

Revised: