

SOUHEGAN POLICY

PURCHASING

DJ

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services.

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

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent or his/her designee, and through whose office all purchasing transactions are conducted.

The board assigns the Superintendent or his/her designee the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

The principal is responsible for the receipt, storage, distribution, and use of all school supplies and equipment.

Legal References:

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

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

Board	Amherst	Mont Vernon	Souhegan
Adopted	5/3/90	December 1994	8/17/92
Revised	5/8/95		

Adopted – February 18, 2010