

## **DJB - PURCHASING PROCEDURES**

Procedures for purchasing will be developed by the Superintendent or his/her designee and shall be presented annually at a school staff meeting no later than October 1.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies or with the authorization of the Superintendent or his/her designee.

Any significant changes to the purchasing procedures (DJB-R) that affect this policy must be presented to the school board.

### **Legal References:**

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

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