

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: July 20, 1999	Number: 300-10
Date Reviewed: October 25, 2005 November 18, 2008	
Subject: Purchasing Procedures Local Purchasing	Date Approved: August 17, 1999 November 15, 2005 January 20, 2009 Date Revised: November 18, 2008 Date Effective: August 17, 1999 November 15, 2005

1. PURPOSE

To establish purchasing procedures and to emphasize the importance to purchase locally.

2. PROCESS

- A. Purchasing procedures will be designed to ensure the best possible price for the designed product and services.

Procedures for purchasing will be developed by the superintendent or his/her designee. These procedures will require that all purchases are made on properly approved purchase orders and that for all items not put to bid, price quotations will be solicited, as outlined in Policy 200-14.

Special arrangements may be made for ordering perishable and emergency supplies.

The superintendent or designee will serve as purchasing officer for the school system. Orders for all materials greater than \$100 to be paid for by the Board will be made on purchase order forms (exceptions may be made for supplies ordered using the credit card or items reimbursed to an individual) which will be submitted to the Central Office for the superintendent or designee's approval.

- B. The school system will attempt to purchase its goods locally whenever possible, provided that goods of equal quality and at competitive prices are available through local vendors. A local vendor is defined as a firm which maintains a business establishment within Somerset County.