

NORTH BRANFORD BOARD OF EDUCATION

SERIES 7000—BUSINESS AND FINANCE

P7320

PURCHASING PROCEDURES

The duties of purchasing for the Board of Education shall be directed by the Superintendent of Schools through the Director of Business who shall conduct all purchase transactions for the district. The Superintendent of Schools shall develop regulations and procedures for the purchasing program of the school system, including ordering, verifying receipt of orders, distribution of materials received, and payment of bills. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

The purchasing system shall be followed as established with exception to be made only upon approval of the Superintendent.

Specifications governing materials are a joint responsibility of the educational and business departments. In the procurement of materials, the Director of Business shall require that all materials procured meet educational or programmatic needs.

The Superintendent shall notify the Board of Education of any contract involving a major purchase, as defined in the regulations.

All contracts between the district and outside vendors or providers shall conform to prescribed standards as required by law. The North Branford Board of Education shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religion, age, marital status, national origin, gender, sexual orientation or physical handicap, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes:

§10-222 Appropriations and budget. Financial information system.
§10-259 Fiscal and school year defined.
§46a-58 through 46a-81 re discriminatory practices
Title VII, Civil Rights Act, 42 U.S.C. §2000e et seq., as amended by
Title IX, Equal Employment Opportunity Act
Title IX of the Education Amendments of 1972; 42 U.S.C. §1143n et seq.

Policy Adopted: 6/15/05