

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.

Nothing is to be ordered independently by school personnel.

All purchases are to be approved by resolution of the Board.

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 Business Administrator/Board Secretary shall be responsible for so informing all prospective suppliers of work or materials.

Bid specifications shall be prepared by the Business Administrator/Board Secretary who may prepare bids in the alternative. Each bid specification: shall indicate the Board's right to reject all bids and to readvertise and to accept reasonable equivalents.

The Business Administrator/Board Secretary is authorized to advertise for bids in accordance with the approved budget and statutory procedures. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

Purchases for instructional materials, supplies, textbooks, and equipment, within budgetary limits and originally authorized within the budget, may be made upon authorization of the Business Administrator/Board Secretary, after approval of the originating Principal and Superintendent.

Upon the placement of a purchase order, the Business Administrator/Board Secretary shall commit the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

Purchasing Jointly

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) 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.

Agreements for joint purchasing are subject to ratification of this Board and the participating contracting body(ies) and shall specify the categories of work, materials and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Purchases through the Township, County or State may be made without bid upon approval of the Board.

PURCHASING PROCEDURES (continued)**Purchasing Jointly** (continued)

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.

<u>Legal References:</u> <u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
See particularly:	
<u>N.J.S.A. 10:5-31</u> through -35	
<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.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices
<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. seq.</u>	Purchase and Loan of Textbooks
<u>N.J.A.C. 6A:23-7. seq.</u>	Management of Public School Contracts
<u>N.J.A.C. 6A:27-9. seq.</u>	Contracting for Transportation Services
<u>N.J.A.C. 6A:30-1. seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services

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

<u>Cross References:</u> *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

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