

## PURCHASING

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum value for every dollar expended. The acquisition of materials, equipment and services will be centralized in the school Superintendent's office. The Superintendent has overall responsibility for purchasing and school system adherence to procurement.

The Superintendent will oversee administration of purchasing for the schools in keeping with legal requirements and with the adopted school budget. School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.

In addition, the following purchasing guidelines will be followed:

1. The school department will use the same accounting software selected and used by the city.
2. At the discretion of the Superintendent and his/her designee, the school system will use blanket purchase orders for recurring purchases for single vendors.
3. At the beginning of the fiscal year, or no later than September 1<sup>st</sup>, purchase orders should be created for known annual contracts or financial obligations to ensure appropriate sums are encumbered,
4. Toward the end of the fiscal year, or no later than April 1<sup>st</sup>, encumbered purchase orders should be reviewed and modified or liquidated, if needed, for financial obligations that will not be needed in the amount encumbered.

SOURCE: MASC LEGAL REFS: M.G.L. 7:22A; 7:22B; 71:49A

9.29.16 Legal reference review: 7:22A and 7:22B allow for collective purchasing, shared payments, and shared responsibility; 7: 30B repealed 1984; 71:49A below.

**71: Section 49A.** *At any time after the annual appropriations for the ensuing fiscal year are made by a city or town or by all the member cities and towns of a regional school district, a school committee may order materials, supplies and equipment and may contract for services for the public schools which are chargeable against such appropriations, provided that no payment therefor shall be made prior to the commencement of said ensuing fiscal year.*

Policy Subcom 1<sup>st</sup> review: 5.4.16

9.29.2016 Subcom 2<sup>nd</sup> Review. No changes.

1<sup>st</sup> Reading by SC on 10.12. 16

2<sup>nd</sup> Reading and vote by school committee 11.9.16