

PURCHASING

Four guidelines were added for clarity of governance: 1) using city accounting software, 2) option of blanket purchase orders for the sake of efficiency, 3) assuring all contracts are encumbered right at the beginning of the year and 4) reviewed for release of unneeded, encumbered funds before the end of the year.]

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

~~He/she~~ The Superintendent will ~~develop and administer~~ oversee administration of the purchasing program 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 1st, 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 1st*, 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; ~~30B~~; 71:49A
Policy Subcom 1st review: 5.4.16;

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reference review: 7:22A and 7:22B allow for collective purchasing, shared payments, and shared responsibility; 7: 30B repealed 1984; 71:49A below.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

9.29.2016 Subcom 2nd Review. No changes. Recommend 1st Reading by SC on 10.12.2016

