

PURCHASING/PROCUREMENT

The City of Greenfield is subject to M.G.L. Chapter 30B (the Procurement Act, updated 2014 and August 2016) that refers to the procurement of supplies and services by a government body and includes all departments, grants, revenue sources, including special revenue and enterprise funds. In keeping with the law, the City has adopted the following policies and procedures:

UNDER \$10,000

- Purchasing in this category, must use sound business practices whereby price quotes for purchases are encouraged and contracts are generally awarded to persons or businesses offering the best cost.

\$10,000 to \$49,999

- Purchasing in this category, must seek competitive quotes, evidenced by at least three (3) written quotes.

\$50,000 OR MORE

- Purchasing in this category, must have concurrence with sealed bid guidelines of M.G.L. 30B, Sections 5 or 6. Certain exceptions apply and the city procurement officer should be contacted.

PURCHASING GUIDELINES

1. All purchases by any employee must use a Purchase Order request which is approved and signed by the Department Head or Administrator. This includes online and credit purchases.
2. All signed, approved Purchase Orders by Department Heads or Administrators, then go through the business manager and superintendent for central office approval.
3. When approved by the Superintendent, all purchase orders go to the school department accounting office for entry into the accounting system, which encumbers the funds indicated, and processing.
4. If the purchase is for \$10,000 or more, the Purchase Order must be submitted with the three quotes and the original contract, as applicable.

SOURCE: MASC LEGAL REFS: M.G.L. 7:22A; 7:22B; 30B CROSS REF.: DJA, Purchasing Authority

Policy Subcom 1st review: 5.4.16; 2nd review 9.29.2016

1st Reading by school committee on 10.12.2016

2nd Reading by school committee on 11.9.16