

DOVER SCHOOL DISTRICT	POLICY CODE: DJ
DATE OF ADOPTION: JULY 14, 2008	PAGE 1 OF 1

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment, and services.

The School Board declares its intention to purchase competitively without prejudice and to seek maximum education value for every dollar spent.

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the superintendent, and through whose office all purchasing transactions are conducted.

The School Board assigns the superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

Purchasing procedures will be developed by the superintendent or his or her designee to ensure the best possible price for the desired products and services. These procedures will require that all purchases are made on properly approved requisitions and/or purchase orders.

Special arrangements may be made for ordering perishable and emergency supplies.

All employees of the School District are prohibited from accepting things of material value from companies and organizations doing business with the school district.

The District will not purchase supplies or materials from a staff member of the school district nor from a member of the household of the staff member. See Policy GBEA.

Contracts and agreements for goods and services must be submitted to the SAU Business Office and accompanied by a purchase order. Those contracts and agreements may only be executed by the Superintendent of Schools or Superintendent's Designee who has received a specific delegation of authority in writing allowing the designee to sign the document and the writing evidencing the delegation is attached to the contract or agreement at the time of the execution of the document by the designee.

A copy of this policy will be provided to staff members annually.

Statutory/Regulatory/Policy Cross References

RSA 194-C: 4.II(a)
Rules 303.01(b)