

PURCHASING POLICY

Purchasing procedures will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure an optimal price for the desired products and/or services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be obtained.

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

***Appendix DJB-R Purchasing Procedures***

Legal References:

*RSA 194-C:4 II(a), Superintendent Services*

*NH Code of Administrative Rules Section 303.01(b), Substantive Duties of School Boards*

**Policy Adoption & Revision History:**

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