

Milton Town School District

Policy

E108: PURCHASE ORDERS

Policy

The Board of School Trustees is responsible for providing the supplies, equipment, materials and services to operate the educational programs of the School District, as per Policy E106.

The Board of School Trustees assigns the Superintendent or her/his designee (normally the Business Manager), the responsibility to maintain the integrity of the purchasing system, including but not limited to acting as the purchasing agent for the school district. This person shall be the only person authorized to make financial obligations for the Milton Town School District. Unauthorized financial obligations, such as purchase orders that are made without prior approval or expectation for reimbursement made by anyone other than the person designated above, are the responsibility of the person making the obligation.

Local Purchasing

It is the Board's intention to encourage local vendors and service providers to submit bids for goods and services needed by the school district whenever possible and appropriate. Goods and services will be purchased so as to be of the greatest advantage to the district and community. The quality of the product or service, the cost of the product or service, and the efficiency of delivery shall guide any decision or purchase.

Cooperative Purchasing

The Board, at its option, will join in cooperative purchasing with other government entities to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

Required Procedures

Procedures for implementation of this policy shall be established by the Superintendent and may from time to time be modified by the Superintendent.

Date Warned: 6/28/2010
Date Adopted: 7/12/2010
Legal Reference(s):
Cross Reference: Replaces 611 and 612