

6421 PURCHASES BUDGETED

The Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the School Business Administrator/Board Secretary, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, Board policy and legal opinions.

The Board of Education encourages the administration to seek advantages in savings that may accrue to this district including joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall evaluate any savings which may result from the purchase of any materials, supplies of equipment under contracts entered into by the State Treasury Department, Division of Purchase and Property.

All purchasing power shall be approved by resolution of the Board and reviewed and approved at regular meetings. Orders will be placed with the vendors submitting the lowest prices after giving due consideration to quality, service and cooperation.

Nothing is to be ordered independently by school personnel except for approved petty cash funds and they must be made on official purchase orders.

The Board of Education shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy. The School Business Administrator/Board Secretary shall be responsible for so informing all prospective suppliers of work or materials.

N.J.S.A. 18A:18A-1 et seq.; 18A:18A-37; 18A:22-8
N.J.A.C. 5:34-2.1; 5:34-2.2

Adopted: 28 November 2012

