
PURCHASE PROCEDURES

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, 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 or 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 board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Date: February 11, 2004

Legal References:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

See particularly:

N.J.S.A. 10:5-31 through -35

N.J.S.A. 18A:29A-1 et seq Public Schools Contracts Law

N.J.S.A. 18A:19-1 et seq Expenditure of Funds; Audit and Payment of Claims

<u>N.J.A.C.</u>	6:8-4.1	Review of mandated programs and services
<u>N.J.A.C.</u>	6A:7-1.8	Equity in employment and contract practices
<u>N.J.A.C.</u>	6A:23-1.2	Definitions
<u>N.J.A.C.</u>	6A:23-2.6	Supplies and equipment
<u>N.J.A.C.</u>	6A:23-6.1 et seq	Purchase and Loan of Textbooks
<u>N.J.A.C.</u>	6A:23-7 et seq	Management of Public School Contracts
<u>N.J.A.C.</u>	6A:27-9.1 et seq	Contracting for Transportation Services
<u>N.J.A.C.</u>	6A:30-1.1 et seq	Evaluation of the Performance of School Districts

10 U.S.C.A. 1681 et seq – Title IV of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq – Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq – Section 504 of the Rehabilitation Act of 1973

Manual for the Evaluation of Local School Districts (September 2002)

Possible Cross References:

2224	Nondiscrimination/affirmative action
3300	Expenditures/expending authority
3320	Payment for goods and services
3327	Relations with vendors
3570	District records and reports
3571	Financial reports