

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 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.

The Business Administrator shall be responsible for ensuring that all phases of purchasing are in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services. The Business Administrator will review the Purchasing/Expenditures User's Guide (P/EUG) with the Board's Policy Committee. The Policy Committee will make a recommendation for approval of the P/EUG by the School Board on an annual basis.

**Legal References:**

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

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

*NH Code of Administrative Rules Section 302.02 (c), Substantive Duties of the Superintendent*