

FIRST READING

LINDEN PUBLIC SCHOOLS
Linden, New Jersey

FILE CODE: 3320
☒ **Monitored**
☐ **Mandated**
☒ **Other Reasons**

Policy

PURCHASING 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 Board's designated Purchasing Agent, 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 savings through joint agreements for the purchase of work, materials or supplies with the governing bod(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate savings which may result from the purchase of any materials, supplies or equipment under the contracts entered into by the state treasury department, division or purchase and property.

The Board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceed the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by the Board. The Board's designated Purchasing Agent shall share all Requests for Proposals with the Board of Education and the Superintendent before they are publicly noticed.

Nothing is to be ordered independently by school personnel.

The Board of Education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The Board's designated Purchasing Agent shall be responsible for so informing all prospective suppliers of work or materials.