

PURCHASING AUTHORITY GOALS

The Board of Education, at its annual reorganizational meeting, should designate a purchasing agent with the authority and responsibility for committing the school district to purchase orders. The purchasing agent should not only be responsible for reviewing and approving purchase orders, but also for developing and implementing procedures for the requisition, receipt, storage and distribution of supplies and material, establishment of the purchasing cycle, oversight of the record keeping systems, evaluation of the operation of the purchasing function, and the training of district staff regarding the purchasing system and procedures. Among the other specific duties and functions of the purchasing agent are to:

1. ensure that every purchase request meets an educational need as determined by the appropriate administrator;
2. ensure that no purchase will exceed the unencumbered balance of the account code and appropriation for such purpose and encumber balances when transmitting an approved purchase order;
3. determine whether to batch purchase requests and decide whether to purchase by bid, State Contract, quotations, open purchase order or some other method;
4. ensure that goods received conform to the purchase order in quality, quantity and price;
5. ensure that partial deliveries, damaged goods and late orders are followed up by the appropriate district employees;
6. approve invoices and claims for payment as the “officer giving rise to the claim;”
7. develop and maintain vendor relationships consistent with the best interests of the school district;
8. develop standardized supply lists and establish blanket order procedures with local vendors to meet immediate needs; and
9. be responsible for the school district's competitive bidding program, including preparation of bid specifications.
10. ensure that district employees are following all district purchasing policies and procedures when procuring goods and services which are subject to competitive bidding.
11. ensure that district employees are following all district purchasing policies and procedures when procuring goods and services which are not subject to competitive bidding.

Ref: Education Law §1709(20-a)
8 NYCRR §170.2(b)

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