

**CENTER MORICHES UNION FREE SCHOOL DISTRICT
PURCHASING AUTHORITY**

The Board of Education shall designate an individual as Purchasing Agent for the school district. Under the general supervision of the Superintendent of Schools, the Purchasing Agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district. Only the Purchasing Agent may commit the district to a purchase. In the absence of the Purchasing Agent, the Superintendent may sign purchase orders acting as alternate Purchasing Agent.

Upon the recommendation of the Superintendent of Schools, the Board of Education has approved the following: Keri Loughlin has been appointed School Purchasing Agent, and is authorized to purchase supplies, equipment and services as provided for in the budget. In the event Ms. Loughlin is absent, Russell Stewart, Superintendent of Schools, act as an alternate Purchasing Agent. (Comm's. Reg. 170.2).

All purchases shall be made through the Business Office by the Purchasing Agent or his/her designee, subject to the approval of the Superintendent. The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board of Education when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent shall select, along with the requisitioner, quality material, equipment, supplies, and/or services which shall be sufficient to complete the function for which the requisitioned items will be purchased.

The Purchasing Agent will be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. The requisitioner shall be responsible to provide an adequate description of the item(s) as required by the Purchasing Agent in order that the Purchasing Agent may be able to prepare the specifications and make procurement in the most expeditious and economical manner. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained. The Purchasing Agent shall make alternate suggestions to the requisitioner if, in the judgment of the Purchasing Agent, the specifications are inadequate for the intended task or the procurement of the desired commodity and/or service could be provided more expeditiously or economically.

The Purchasing Agent shall be responsible for determining whether a proposed substitution by a low bidder as an equal product or service is, in fact, equal. Such decision shall be based on his/her evaluation and that of the requisitioner. In the case of disagreement between the requisitioner and the Purchasing Agent, either party may refer the matter in accordance with established procedure.

Education Law Section 1709(20-a)

Adoption Date: September 4, 2013

Revised Date: November 1, 2017; Revised Date: January 23, 2019