

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

Only through the use of efficient purchasing procedures can the school district ensure that needed goods and services are acquired in the most economical manner. The Board of Education directs the Purchasing Agent to develop administrative regulations on how purchasing is to be done in the district.

All purchasing is to be done by the Purchasing Agent on an official purchase order.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law, budget appropriations are adequate to cover such obligations, and such expenditures do not exceed an estimated annual expenditure of \$10,000 for purchases of any kind and nature, and \$20,000 for public work contracts. For expenditures exceeding such amounts, the Purchasing Agent is required to obtain prior Board approval for same, pursuant to the procedures delineated in the District's Purchasing Regulation (Regulation No. 5400-R). However, the Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when an applicable exception applies pursuant to the District's Purchasing Authority Policy and Purchasing Regulation (Policy No. 5420 and Regulation No. 5400-R).

Cross-ref: 5400, Purchasing
 5420, Purchasing Authority
 5430, Bidding Requirements

Ref: Office of the State Comptroller-Financial Management Guide

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