

6710 PURCHASING AUTHORITY

The Board of Education hereby designates the Purchasing Agent as purchasing agent, and the Assistant Superintendent for Business as the deputy purchasing agent for the school district. The Board shall formally designate the individual named as purchasing agent at the annual organizational meeting, which will be recorded in the minutes of that meeting. If the individual so named becomes unable to fulfill the duties during the course of the year, the Board will designate another purchasing agent, who may be the deputy purchasing agent, at the next Board meeting. The Purchasing Agent/Deputy Purchasing Agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

All purchases shall be made through the Purchasing Agent/Deputy Purchasing Agent.

The Purchasing Agent/Deputy Purchasing Agent is authorized to issue purchase orders for amounts less than \$5,000, and in excess of \$5,000, with additional approval by the Assistant Superintendent for Business, without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations. If the Assistant Superintendent for Business acts as the Purchasing Agent/Deputy Purchasing Agent for a purchase in excess of \$5,000, prior approval for such purchase must be obtained from the Superintendent of Schools.

The Purchasing Agent/Deputy Purchasing Agent shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent/Deputy Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Cross-ref: 2210, Board Organizational Meeting
6700, Purchasing

Ref: Education Law §1709(20-a)
General Municipal Law §104-b(2)(f)

Adoption date: September 17, 2018

White Plains City School District
White Plains, NY