

REGULATION: DJE

PURCHASING OF GOOD AND SERVICES

The purchasing, receiving, storing, and distribution of necessary supplies, equipment, and services for use in the educational program and for the various auxiliary services represent a significant expenditure in the school budget. These items must be procured efficiently and economically. The measure of efficient, economical purchasing is the degree to which the right items are provided in the right quantity to the right place at the right time and at the right price.

1. The function of the purchasing office is to serve the educational program by providing the necessary supplies, equipment, and services.
2. The Superintendent declares his/her intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
3. The acquisition of services, equipment, and supplies is centralized in the purchasing department, which functions under the supervision of the Business Administrator, designated by the Superintendent of Schools as Purchasing Agent, and through whose office all purchasing transactions are conducted.

EFFECTIVE: SAU 70 20 April 1972