

## **PURCHASING AUTHORITY**

The Berlin Central School District Board of Education establishes that the person designated at the Board's annual organizational meeting as purchasing agent shall have the authority to act, under the general supervision of the Superintendent of Schools, in all matters related to the purchase of goods and services by the District. The purchasing agent shall ensure the quality and quantity of the purchases made by the District.

All purchases made by the District shall be made through the District's business office by the purchasing agent or her/his designee, subject to the approval of the Superintendent.

The purchasing agent is authorized to issue purchase orders without the Board's prior approval when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations. The purchasing agent shall be responsible for preparing all bid specifications and a statement of general bidding conditions that shall be included in every notice or invitation to bid. The purchasing agent shall consult with the person or persons requisitioning goods or services whenever there are questions concerning the specifications for said goods or services.

### **References**

Education Law Sec. 1709(20-a)  
8 N.Y.C.R.R. 170.2(b)