

DJB - PURCHASING PROCEDURES

Category O

Procedures for purchasing will be developed by the Superintendent or his/her designee.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Legal References:

RSA [194-C:4 II \(a\)](#), Superintendent Services

NH Code of Administrative Rules Section [303.01 \(b\)](#), Substantive Duties of School Boards

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