

WEST HARTFORD PUBLIC SCHOOLS

**POLICY 3310**

**Business**

**Purchasing Procedures**

The director of management services shall be responsible for all purchases in accordance with approved town procedures when applicable. No transaction shall be authorized until a purchase order has been issued. For all bulk purchases and major equipment designated personnel shall prepare specifications and submit them with formal invitations to bid to three or more qualified vendors. The lowest bid, consistent with quality and educational requirements, shall be accepted. Informal bids may be secured for minor purchases. Provision shall be made for the rejection of any and all bids.

All individual purchases below \$10,000 may be executed without competitive bidding procedures; however, at least three quotations shall be solicited where appropriate. All individual requisitions of \$10,000 or more shall require competitive bids. Where possible, a minimum of three bids shall be obtained.

The Superintendent and/or his/her designee shall have the authority to designate a sole manufacturer when educational practices are a prime consideration.

Purchase orders shall be signed by the Superintendent or his/her designee.

All receiving reports shall be initialed by the school principal, administrator, or other appropriate cost center staff or by the Superintendent or his/her designee.

Adopted: November 17, 1987

Reviewed: February 22, 2017