

## **Business/Non-Instructional Operations**

### **Purchasing Procedures**

The duties of purchasing for the Board of Education shall be directed by the Superintendent of Schools who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The Superintendent of Schools shall develop regulations and procedures for the purchasing program of the school system, including ordering, verifying receipt of orders, distribution of materials received, and payment of bills. Every transaction involving the transfer of property shall be by purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the educational and business departments. In the procurement of materials, the Business Manager shall ensure that all materials procured meet educational or programmatic needs.

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments.

Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Policy adopted: October 28, 2009

POMFRET PUBLIC SCHOOLS  
Pomfret, Connecticut