

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: DJ Category: Recommended
School Board First Read: June 5, 2013 School Board Second Read/Adoption: June 19, 2013	Page 1 of 1

PURCHASING

The Oyster River Cooperative School District's acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

Except as noted in DJ-R, purchases over \$25,000 require formal prior approval on the Board.

The Superintendent and Business Administrator will be responsible for the final approval of all purchases. The Business Administrator shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

Legal Reference:

RSA 194-C:4 II (a), Superintendent Services
NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

Cross Reference:

DJ-R - Purchasing Requirements Procedure
DJ-R1 - Manifest Procedure
CHD - Administration in Policy