

THE RYE CITY SCHOOL DISTRICT

RYE, NEW YORK

6710

PURCHASING AUTHORITY

The board of Education designates the purchasing agent for the school year at its annual reorganization meeting to serve for the school year or until such time as another agent is designated. The purchasing agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the District.

All purchases shall be made through the purchasing agent.

The purchasing agent is authorized to issue purchase orders without prior approval of the board 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 to be included in every notice or invitation to bid. If there are questions concerning specifications, the purchasing agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Reference: Education Law §1709(20-a)

Adoption date: October 3, 1989

Revised Policy Adoption Date: October 5, 1993

Revised Policy Adoption Date: May 2, 2006