

2330 (DJ)

Purchasing

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The Milford School District purchases supplies, equipment, and services necessary to support its educational programs. The District is charged with the responsibility to provide the highest quality products and services at the optimum value and service level.

A successful purchasing program depends upon a partnership of the District's Business Office staff, the administration of each school, and our suppliers of goods and services.

The District and its vendors must share the following philosophy:

Every purchase must maximize the value of the District's resources through timely delivery of competitively priced, quality materials and services. Only by working together will the District and its vendors assure mutually beneficial business relationships.

1. Purchasing Policy

The function of purchasing is to support the educational program by procuring necessary supplies, equipment, and services.

The School Board declares its intention to purchase competitively, without prejudice, and to see maximum educational value for every dollar expended.

The School Board assigns the Superintendent the responsibility for implementing the purchasing policy. The primary objectives governing this responsibility are that all purchases fall within the framework of the policy and of the budgetary limitations, and that they be compatible with the approved educational goals and programs of the District.

Purchasing procedures consistent with appropriate local, state, and federal statutes and sound financial management will be developed by the Superintendent/designee.

The acquisition of supplies, equipment, and services will be centralized in the District's Business Office, with the cooperation of the administration of each school.

2. Cooperative Purchasing

The Board, at its option, will join in cooperative purchasing with other school districts and the town of Milford, through the Select Board, to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

3. Local Purchasing

It shall be the policy of the District to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers. The District is not required to purchase any item locally that can be secured at a savings to the school District from outside sources, nor shall it feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

Adopted 7/85

Revised 3/89, 5/90, 3/95, 2/98, 9/99, 11/01, 12/06, 10/15, 11/25

Reaffirmed: 10/24