

Business/Non-Instructional Operations

Purchasing Procedures

The procurement function is one of the major business responsibilities of the Board of Education.

The duties of purchasing for the Board of Education shall be centralized under a Business Manager.

The Business Manager shall conduct all purchase transactions for the district.

The Business Manager shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

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 Office shall ensure that all materials procured will meet the needs of the educational program.

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Procedures for Entering into a Lease Purchase/Agreement

These regulations are provided to ensure proper authorization and recording of Lease/Purchase obligations of the East Granby Public Schools.

Definition:

A Lease/Purchase agreement is a commitment to acquire equipment or materials where payments will be made from more than one fiscal year, and where the Board has the option to take permanent title to the equipment or materials at the end of the lease for a nominal or zero payment.

1. Lease/purchase agreements will be coordinated by the Business Manager.
2. Lease/purchase agreements will be executed by the Superintendent or his/her designee.
3. All lease/purchase agreements will contain a non-appropriation clause permitting early termination of the agreement if sufficient funds are not appropriated.
4. All lease/purchase agreements will be reviewed by an attorney prior to execution.