

POLICY RELATING TO BUDGET/FINANCE

PURCHASING PROCEDURES

The Wachusett Regional School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The procurement of supplies, services or real property shall be in accordance with the Uniform Procurement Act Chapter 30B, pertaining to construction, renovations and public works projects in accordance with applicable Massachusetts General Laws.

The District shall have established purchasing procedures with checks and balances to ensure that all purchases are in compliance with M.G.L. and are made within budgetary authority. Purchasing procedures shall designate signatory authorities and purchasing responsibilities. Procedures shall include provisions for emergency purchases, petty cash fund for purchases less than \$1,000, designed to increase efficiencies and be responsive to immediate need.

School purchases shall be made only on official purchase orders or contracts approved for issuance by the designated unit head and signed by the Chief Procurement Officer with such exceptions as may be made by the latter as direct payment and emergency purchases and those made with petty cash funds.

First Reading: 05/09/95

Second Reading: 05/23/95

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