



Board Policy

Purchasing

Principles of Purchasing

The purchasing procedures shall be in compliance with all applicable laws and regulations of the State and the Commissioner of Education.

1. Requisitions - All purchases initiated by employees shall follow the procedures for requisitions and purchases. The requisition is a formal written request from an employee in Eastern Suffolk BOCES for the purchase of supplies or equipment. The requisition is a request and not a guarantee that a purchase will actually be made. Direct mileage reimbursement does not require a requisition.
2. The Purchase Order - The Purchase Order is a document that authorizes a vendor to deliver described merchandise or materials at a specified price. Purchase Orders will be issued only by the Purchasing Agent or the Assistant Purchasing Agent. A Purchase Order must be in place prior to the ordering of goods/services.
3. Procedures - The Purchasing Agent shall administer procedures for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.
4. In accordance with law, ESBOCES shall give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in an ESBOCES program, including, but not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

Purchasing Authority

Purchasing shall be centralized for the entire ESBOCES organization in the ESBOCES Management Services Office.

The Purchasing Agent shall be appointed each year at the Annual Organizational Meeting of the Board, at which time an Assistant Purchasing Agent(s) will also be appointed.

Except as bidding is required, the budgets adopted by the Board shall serve as authority for the Purchasing Agent to make specific purchases, subject to established procedures for submission and approval of requisitions.

The Associate Superintendent for Management Services or designee shall be assigned the specific responsibility of assuring that procedures are consistent with good practice and contribute toward the best possible purchasing decision.

References:

- NYS Education Commissioner Regulations §170.2
- NYS Education Commissioner Regulations §205.3
- Administrative Regulation 4310R.1 - Purchasing Guidelines
- Administrative Regulation 4310R.2 - Purchasing Procedures
- Administrative Regulation 4310R.3 - Sales Calls and Demonstrations
- Administrative Regulation 4310R.4 - Sample Materials from Vendors
- Administrative Regulation 4310R.5 - Bidding Requirements
- Administrative Regulation 4310R.6 - Signing Authority
- Administrative Regulation 4310R.7 - Purchase of Food for Consumption by Employees, Board Members, and Volunteers

First Adopted: 7/1/03

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