



Educational Services That Transform Lives

First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

Board Policy

Approval of Contracts for Procurement of Goods and Services

All contracts presented to the Board shall clearly indicate all costs to Eastern Suffolk BOCES.

The President of the Board shall be authorized to sign all contracts for procurement of goods and services after approval by the Board. The exception to this shall be when there is a need for the procurement of goods or services arising out of an accident or other unforeseen occurrence or condition where circumstances affecting the property of ESBOCES or the health, safety, or property of ESBOCES employees or students are involved. In these emergency situations, the Board President is authorized to sign contracts and shall notify the Board upon signing such contracts of the action that he/she has taken. Contracts signed by the Board President in emergency situations shall be ratified by the Board at the next Board meeting.

However, the Board may authorize the Purchasing Agent and the Associate Superintendent for Educational Services (for professional services contracts for professional development CoSer 531 only) to execute contracts during the fiscal year for the purchase or lease of goods and/or services for amounts less than \$20,000.00 per vendor, per year, where competitive bidding is not required and where the budget has adequate appropriations to cover such obligations. A report concerning the contracts and/or agreements shall be presented at the next Board meeting following the execution of such contract and/or agreement.

In addition, the Administrative Coordinator for Arts-in-Education may execute contracts in any amount for arts-in-education and exploratory enrichment professional services where competitive bidding is not required.

First Adopted: 7/1/2003
Readopted: 8/29/2007
Readopted: 6/21/2017