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**PURCHASING PROCEDURE**

**Purchasing**

The overall goal of the Nashua School District’s purchasing program is to obtain the best value for goods and services, relative to both price and quality, within the proper budgetary authority.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not purchased through approved purchase orders, special arrangements may be made for

The Business Administrator/Chief Operating Officer, under the general supervision of the Superintendent of Schools, shall function as the Purchasing Agent for the District. The Business Administrator/Chief Operating Officer shall have the authority to reject or award bids solicited under the appropriate purchasing procedures.

Requirements for bidding goods or services can be met by purchasing through bids or contracts available to the District through the State of New Hampshire Bureau of Purchase and Property, or regional purchasing cooperatives.

To the extent practicable, the School District shall make purchases equitable among qualified suppliers. Documentation on all bid openings shall be maintained for a period of two years.

**Purchasing Authorization**

A simplified acquisition procedure is permitted for the purchase of supplies or services where the aggregate amount does not exceed \$5,000 (2 CFR §220.320a).

Except as noted below, all purchasing transactions shall be officially authorized by a written purchase order signed by the Business Administrator/Chief Operating Officer, or the Assistant Director of Business/Purchasing. Purchase orders shall be submitted for approval prior to obligating the District with an order for goods or services.

Only the following requests for payment will be honored without a purchase order:

- routine travel reimbursements
- approved conference and tuition reimbursements
- petty cash reimbursements
- minor book and supply purchases not exceeding \$100 authorized by a principal or program director, when a purchase order is impractical



**Nashua Board of**