

PURCHASING

The acquisition of supplies, equipment, and services shall be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Superintendent and/or their designee shall be responsible for the quality and quantity of purchases made. All purchases fall within the framework of budgetary limitations and shall be consistent with the approved educational goals and programs of the **Shaker Regional School District (SRSD)**.

The Superintendent and/or their designee shall be responsible for all phases of purchasing in accordance with this policy; for requisitions, current order purchasing, writing of solicitations for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

The Superintendent shall publish rules and procedures related to this policy. These procedures shall be designed to avoid assumption of risk¹ and to ensure the best possible value for the desired products and services.

¹ See SRSD Policy EI