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2 **PURCHASING**

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

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

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

14
15 The Superintendent shall publish rules and procedures related to this policy. These
16 procedures shall be designed to avoid assumption of risk¹ and to ensure the best
17 possible value for the desired products and services.

¹ See SRSD Policy EI