

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

DJB

PURCHASING PROCEDURES

Procedures for purchasing will be developed by the Superintendent or his/her designee. Purchasing procedures will be designed to avoid assumption of risk and to ensure the most economic purchase for the desired products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Legal References:

RSA 194-C:4 II (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

Adopted by CSB: 10/8/07