

**ENFIELD PUBLIC SCHOOLS**  
**Enfield, Connecticut**

**Business/Non-Instructional Operations**

**3320**

**Purchasing Policy**

The Business Manager, having direct line responsibility to the Superintendent of Schools, is authorized to purchase all goods and services for the Enfield Public School System. They shall be responsible for developing and administering the purchasing program of the School Board.

**Procedure**

1. For any school expenditure, which may be made within the limits of the major classifications of the approved budget, the Business Manager having direct line responsibility to the Superintendent of Schools, may approve and direct purchases not to exceed three thousand dollars (\$3,000) for any one expenditure.
2. Approval of the budget authorizes the Superintendent to approve and direct purchases exceeding \$3,000 for any one expenditure, providing the item is specifically listed in the budget.
3. All purchases less than \$5,000 and greater than \$1,000 for any one expenditure will be made in the open market, but shall be based on at least three (3) competitive quotations or prices. All purchases made in the open market shall be consummated after careful review.
4. All contracts for and purchases of, supplies, materials, equipment, contractual services, etc. in excess of \$15,000 including a continuing order or contract for the purchase of the same commodity over a period of time shall be based, unless it shall be determined by the Board to be against the best interest of the school system, on competitive sealed bids or proposals, giving ten (10) days public notice thereof, by publication, at least once in a newspaper having major daily exposure or trade journals in the town and shall let the purchase or contract to the lowest responsible bidder thereon or may reject portions of or all such bids or proposals.
5. No purchase will be made without an authorized pre-numbered sticker purchase order. Purchase order numbering and control shall be exercised from one central location.
6. The Superintendent of Schools may, at his discretion, utilize other governmental agencies' bid awards in complying with this policy.
7. All purchase orders will be closed upon completion.
8. Deviations from the requirement to bid may be authorized by the Superintendent of Schools for textbooks and other related classroom materials.

**Policy Adopted: December 12, 2018**