

**Policy**

PURCHASING PROCEDURES

The Oradell Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the school business administrator, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by resolution of the board.

During the school year, unanticipated supplies may be needed for special programs that are run by the school district based upon the determination of the school administration and, which due to timeliness, cannot be acquired through the purchase order system. Once the administration determines that the request by the employee is valid, these supplies may be purchased by the use of a previously approved store card from Inserra Supermarket/Shop Rite.

The approval for use of an Inserra Supermarket /Shop Rite store card can only be given to the employee by the chief school administrator, school principal or director of special services.

The Inserra Supermarket/Shop Rite store card is the only card authorized by the board of education.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Adopted: July 23, 2008  
Revised: April 13, 2011  
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Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

**Legal References:** N.J.S.A. 10:5-1 et seq. Law Against Discrimination

PURCHASING PROCEDURES (continued)

See particularly:

<u>N.J.S.A.</u> 10:5-31	
through -35	
<u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u>	Public School Contracts Law
<u>N.J.S.A.</u> 18A:19-1 <u>et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
<u>N.J.S.A.</u> 52:32-44	Business registration for providers of goods and services (definitions)
<u>N.J.A.C.</u> 6A:7-1.8	Equity in employment and contract practices
<u>N.J.A.C.</u> 6A:23A-1.2	Definitions
<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
<u>N.J.A.C.</u> 6A:23A-20.4	Ownership and storage of textbooks
<u>N.J.A.C.</u> 6A:23A-21.1 <u>et seq.</u>	Management of Public School Contracts
<u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u>	Contracting for Transportation Services
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

**Possible**

**Cross References:**

*2224	Nondiscrimination/affirmative action
3300	Expenditures/expending authority
*3326	Payment for goods and services
*3327	Relations with vendors
*3570	District records and reports
3571	Financial reports

\*Indicates policy is included in the Critical Policy Reference Manual.