

File: DJ

PURCHASING

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent;
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school district.

The Superintendent will designate the District's purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

A periodic summary financial statement will be provided to the Finance subcommittee with a detailed list of significant variances in line items. All expenditures from revolving accounts, as well as purchases resulting from bids under Chapters 30B and 149, shall be reviewed by the Finance subcommittee and approved by the School Committee.

LEGAL REFS.: M.G.L.7:22A; 7:22B ; 30B; 71:49A

SOURCE: MASC 2021

This policy was updated and approved by the Hingham School Committee on 4/25/22