

FLORHAM PARK BOARD OF EDUCATION

Florham Park, New Jersey 07932
Policy

FILE CODE

3320

PURCHASING PROCEDURES

The 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 board secretary/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 that may accrue to this district 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 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.

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy. The board secretary/business administrator shall be responsible for so informing all prospective suppliers of work or materials.

Date: April 27, 1993

Legal References:	<u>N.J.S.A.</u> 18A:18A-3 through -14.4	Purchases, contracts and agreements not requiring advertising ...
	<u>N.J.S.A.</u> 18A:18A-21 through -42.1	Advertisements for bids; bids; general requirements ...
	<u>N.J.S.A.</u> 18A:18A-51 <u>et seq.</u>	Set-aside programs
	<u>N.J.S.A.</u> 18A:19	Expenditure of funds; audit and payment of claims
	<u>N.J.A.C.</u> 6:4-1.6(c)	Employment/contract practices
	<u>N.J.A.C.</u> 6:8-4.3(a)9ii, 9iii	Evaluation of elements and standards (equal educational opportunity and affirmative action)
	<u>N.J.A.C.</u> 6:8-4.3(a)10v, 10vi	Evaluation of elements and standards (financial)
	<u>N.J.A.C.</u> 6:20-2.6	Supplies and equipment
	<u>N.J.A.C.</u> 6:20-2A.5	Supplies and equipment

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Legal References (continued)

Title IX of the Education Amendments of 1972, 20 U.S.C.A. 1681

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

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

Manual for the Evaluation of Local School Districts (P.T.M. No. 700.7, revised July 1988)

Cross References: 2224 Affirmative action
3326 Payment for goods and services
3570 District records and reports