



Book Draft Policies from NYSSBA
Section Policy Update - September 2023 - First Installment
Title PURCHASING AUTHORITY
Code 6710
Status First Reading
Last Reviewed February 11, 2025

(X) Required

(x) Local

() Notice

NOTE: Upon review of General Municipal Law §104-b(2)(f), which requires that municipalities identify the individual or individuals responsible for purchasing, and their respective titles, in policy, we are changing the designation of this policy to "Required" and recommend including the Purchasing Agent's name in policy, rather than directing the public to find the name in the minutes of the last annual organizational meeting. The law requires this information must be revised biennially (every other year). Because the Purchasing Agent could change annually, we recommend retaining designation at the annual organizational meeting.

The Board of Education designates **Kaleb Bertrand, School Business Manager** as Purchasing Agent for the school district. The Board ~~shall~~will formally designate the individual named as purchasing agent at the annual organizational meeting, which will be recorded in the minutes of that meeting. If the individual so named becomes unable to fulfill the duties during the course of the year, the Board will designate another purchasing agent at the next Board meeting. The Board will update the name and title of the purchasing agent in this policy every other year, if needed.

The Purchasing Agent will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

All purchases ~~shall~~will be made through the Purchasing Agent.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent ~~shall be~~is responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

Cross-ref:

2210, Board Organizational Meeting
6700, Purchasing

Ref:

Education Law §1709(20-a)
General Municipal Law §104-b(2)(f)

Adoption date:

