



Book	Ogdensburg City School District
Section	6000
Title	PURCHASING AUTHORITY
Code	6710
Status	Second Reading
Last Revised	February 25, 2025

(X) Required

☒ Local

☐ Notice

The Board of Education designates, Kaleb Bertrand, School Business Manager as Purchasing Agent for the school district. The Board 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 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 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: