

## **PURCHASING AUTHORITY**

The Board of Cooperative Educational Services designates the Purchasing Agent for the Supervisory district, under the general supervision of the District Superintendent and the Assistant Superintendent of Management Services, to be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the BOCES. The Board will annually appoint the designee responsible for the purchasing agent function at the reorganizational meeting.

All purchases shall be made through the Business Office subject to the approval of the Purchasing Agent and the Assistant Superintendent of Management Services. In addition, all purchases in excess of \$20,000 are also subject to the approval of the District Superintendent.

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

The Purchasing Agent shall be 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.

Adopted June 14, 2023