

<b>Timberlane Regional School District</b>	<b>Policy Code: DJB</b>
<b>Adopted: 05-05-83</b> <b>Revised: 01-03-91</b> <b>Revised: 10-07-99</b> <b>Reaffirmed: 06-19-08</b> <b>Re-affirmed: 05-08-14</b>	<b>Page 1 of 1</b>

## PURCHASING PROCEDURES

Purchasing procedures will be designed to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his designee.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

**Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards*