

PURCHASING

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Financial Manager will be solely responsible for the final approval of all non-educational purchases. The superintendent will approve educational purchases beyond budget limitations.

The Financial Manager shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance, and distribution of supplies.

District Policy History:

First Reading: October 1, 2009

Second Reading/Adopted: October 15, 2009

Reviewed: February 1, 2018; September 4, 2025

Adopted: September 11, 2025

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

NH Statutes

RSA 194-C:4 II (a)

Description

[Superintendent Services](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 303.01 (b)

Description

[Substantive Duties of School Boards](#)