

## AMHERST POLICY

### **DJB – PURCHASING PROCEDURES**

Procedures for purchasing will be developed by the Superintendent or his/her designee, and communicated to all staff.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the needed products and services.

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 to satisfy exigent needs such as perishables and emergency supplies.

#### Legal References:

*RSA 194-C:4 11 (a), Superintendent Services*

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

Revised: October 19, 2017

Adopted: May 6, 2010