

PURCHASING AND CONTRACT AUTHORITY

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. Procurement practices, including bidding for and awarding of contracts, shall be pursuant, and consistent with, the state's Uniform Procurement statute (M.G.L. Chapter 30B, as amended) and any other relevant statutes and bylaws.

The Director of Finance and Operations is assigned the authority and responsibility to serve as the Procurement Officer, or purchasing agent, for the Weston Public Schools and to coordinate the acquisition of materials, equipment, supplies, and services for and by the school system in keeping with legal requirements, the adopted school budget, and the terms of grants and gifts. The School Committee is the awarding authority for contracts requiring votes for approval or rejection. The School Committee shall approve and sign contracts, which approval and signature shall be subject to and contingent upon Town Counsel approval as to form and Town Accountant certification of available appropriated funds.

All published solicitations for bids shall include the stipulation that the School Committee as awarding authority reserves the right to reject any or all bids if it determines that it is in the public interest to so do.

School purchases shall be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Director of Finance and Operations, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

Adopted: November 21, 2011

LEGAL REF: M.G.L. 30B