

## Purchasing

The Auburn School Committee shall authorize the School Business Manager to purchase and supervise the procurement of all materials, goods, supplies, and services for the school system in accordance with State law, good purchasing practices and budget allocations.

The operating principle of the purchasing program shall be to purchase goods and services through a process which will minimize the cost and maximize quality. Consistent emphasis will be placed upon bulk purchasing through the processes of bidding, cooperative purchasing, direct negotiation and long term agreement. Proposed purchases will also be consistently reviewed for life cycle cost implications and legal requirements.

All purchasing activities are to be performed in accordance with the policies and procedures set forth. Any deviation, therefore, must have the approval of the superintendent or his/her designee, and School Committee chair.

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Adopted: January 20, 1993

Revised: February 1, 1995