

## **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/her designee.

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

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

To authorize bills for payment, a warrant must be prepared for each budget account totaling the current bills to be paid from that account. This warrant must be signed by a majority of the School Committee prior to being sent to the Town Treasurer processing of payment.

*Adopted: November 2005*

*First reading 2011 revision: October 11, 2011*

*Second reading: October 24, 2011*

*Adoption: November 21, 2011*

*Proposed reconsideration: November, 2016*

***Hull Public Schools***