

**CANDIA SCHOOL DISTRICT
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 or his/her designee 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 Superintendent or his/her designee will approve all purchases, including those beyond line item limitations (see Policy DBJ).

Adopted: February 3, 2000
Reviewed: May 5, 2022