

**CANDIA SCHOOL DISTRICT
PURCHASING PROCEDURES**

Purchasing procedures will be designed to avoid assumption of the risk of unauthorized expenditures and 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 properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

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

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