

## **PURCHASING AUTHORITY**

**P3501**

The School Committee shall appoint the Superintendent and the Assistant Superintendent of Finance and Administration as Chief Procurement Officers. The Assistant Superintendent of Finance and Administration will develop and administer the purchasing program for the schools in keeping with legal requirements and with the adopted school budget.

No person shall contract goods or services on behalf of the School Committee unless it has been authorized on the official purchase order form signed by a Chief Procurement Officer.

The Chief Procurement Officer is the focal point for the procurement of all supplies, equipment and services.

The basic obligation of the Chief Procurement Officer is to acquire services and materials needed by the School District at the lowest possible cost at the proper time.

Policy Adopted: April 9, 2001  
Policy Reviewed:  
Policy Revised:

WESTFORD PUBLIC SCHOOLS  
Westford, Massachusetts 01886