

PURCHASING PROCEDURES

The business manager will serve as purchasing agent for the Plainfield Public Schools and will develop the necessary procedures and forms for the requisition and purchase of materials, supplies, equipment and services. All purchasing transactions will be authorized on properly signed purchase orders administered through the business manager's office. Only the business manager and/or the superintendent may commit to a purchase for the school district.

Legal Reference: Connecticut General Statutes

[10-51](#) Fiscal year. Budget. Payments by member towns; adjustments to payments.

Investment of funds. Temporary borrowing. Reserve fund.

[10-222](#) Appropriations and budget. Financial information system.

[10-259](#) Fiscal and school year defined.

Adopted: 10/13/87

Revised: 11/02/05

Revised: 10/09/13