

Purchasing

The School Committee shall authorize the Superintendent's office to purchase and to supervise the purchase of all materials, goods, and supplies for the school system in accordance with state and local laws.

All purchases for the Harvard Public Schools shall be made in accordance with the procedures established and on the forms provided for all purchases.

Every purchase order must be approved by the building Principal and the Superintendent or their designee(s) before any purchase is made.

The Superintendent may propose a Schedule for Limits of Authority for School Committee approval on an annual basis. The Schedule would establish limits of authority for approval of purchases.

ADOPTED: December 5, 1988

AMENDED: September 11, 2006