



Lincoln Public Schools  
Lincoln, MA 01773

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**DRAFT – revised 25 Jan 17**

**PURCHASING POLICY**

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. Procurement practices, including bidding for and awarding of contracts, shall be pursuant, and consistent with, Massachusetts Uniform Procurement statute (M. G. L. Chapter 30B, as amended) and any other relevant statutes and bylaws.

The Administrator for Business and Finance is assigned the authority and responsibility to serve as the Procurement Officer, or purchasing agent, for the Lincoln Public Schools and to coordinate the acquisition of materials, equipment, supplies, and services for and by the school system in keeping with legal requirements, the adopted school budget, and the terms of grants and gifts. The School Committee is the awarding authority for contracts requiring votes for approval or rejection.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Administrator for Business and Finance and/or the Superintendent of Schools, with such exceptions as may be made by the Superintendent for emergency purchases.

Legal Ref: M.G.L. 7-22A; 7:22B, 30B; 71:49A

[Cross Ref.: DJE, Bidding Requirements](#)

Adopted at School Committee Meeting of September 28, 1981  
Revised at School Committee Meeting of January 21, 1985  
Revised at School Committee Meeting of May 15, 1995  
Revised at School Committee Meeting of February XX, 2017



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## PURCHASING POLICY

All materials and services must be ordered on official purchase orders. Purchasing may be done at any time during the year prior to the cut-off date announced by the Superintendent. The money budgeted for an academic year is for that particular year and should be used throughout the year.

Before being sent or taken to a vendor, all P.O.'s must be:

1. Signed by the Principal or the appropriate administrator.
2. Signed by the Superintendent or his/her designee.
3. Confirming P.O.'s will be accepted *only* if they have been approved prior to the order being placed.
4. Purchase orders for materials whose price *cannot* be determined at the time the order is written should specify "Price not to exceed \_\_\_\_\_."
5. For an emergency that cannot wait for a signed P.O., Principals must call either the Superintendent or the Business Manager for approval.
6. Please type "Prepayment" or "Subscription" on P.O.'s as needed.
7. If ordering an item from Preview, please type "For Preview Only" on the P.O.

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