

ORGANIZATION OF THE PURCHASING FUNCTION

Policy Code: **6410**

The superintendent shall organize the purchasing function in a manner intended to meet the purchasing goals of the board. The purchasing function includes the following responsibilities:

1. making purchases for all departments in accordance with applicable laws and regulations, including the requirements of the State Division of Purchase and Contract when applicable, board policy, the superintendent's directives, good purchasing practices, and ethical principles;
2. establishing and enforcing a system for approving and accounting for purchases;
3. maintaining appropriate records on price quotations of supplies most frequently purchased;
4. maintaining other supplemental data to assist in making purchases at the most economical prices possible;
5. establishing a practical degree of standardization of equipment, supplies, and materials with sufficient flexibility to meet unique needs of schools and departments;
6. operating a central inventory warehouse;
7. supervising the receiving of materials not approved for direct delivery to schools and departments, including establishing procedures to ensure all received goods are properly inspected, counted, and documented;
8. maintaining lists of potential bidders for various types of materials, equipment, and supplies;
9. providing information regarding bidding opportunities to vendors;
10. providing information and service to schools and departments that wish to make purchases; and
11. maintaining current information on all applicable laws, regulations, board policies, and administrative procedures.

Legal References: G.S. 143-49, -52, -52.3; 115C-522; 147 art. 6E, art. 6G; N.C. Session Law 2003-147; N.C. Procurement Manual, Department of Administration, Division of Purchase and Contract, available at <https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf>

Cross References:

Deleted: <https://ncadmin.nc.gov/government-agencies/procurement/procurement-rules>

Adopted: November 9, 2021

Revised: