

**PURCHASING AUTHORITY**

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The procurement of goods or services on behalf of the Bangor School Department shall require the prior written approval of the Superintendent of Schools or Director of Business Services except, subject to such regulations as the Superintendent may establish: (1) Administrators may authorize local purchases for items of less than \$250 consistent with the approved budget under their jurisdiction, (2) the Director of Physical Plant may authorize, within the appropriate line items for maintenance, the emergency procurement of materials, equipment, or services necessary to maintain the buildings and grounds and (3) payments of approved services such as utilities and contracts.

The Director of Business Services shall review all purchase orders to ensure conformity with the approved budget, the needs of the Bangor School Department, and sound purchasing practices. Requests for purchases inconsistent with these criteria shall be returned to the appropriate administrator without approval.

To the extent that under expenditures and overdrafts reflect purchases as anticipated in the approved budget, such expenditures may be authorized by the Director of Business Services subject to such regulations as the Superintendent of Schools may establish and provided that the over expenditure of any division or budget category does not exceed 5%. Expenditures exceeding these amounts shall require the prior written approval of the Superintendent. Offsetting balances to overdrafts should be maintained in other line-items whenever possible.

Requests for goods or services reflecting needs unanticipated during the budget approval process shall be referred to the Superintendent for consideration. If approved, the Superintendent shall bring to the attention of the Committee monthly any such expenditures which exceed the limits established above.

VOTED: April 23, 1984  
REVISED: October 12, 2017  
REVIEWED: September 12, 2018

