

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: DJF**

**District Code: B407**

### **CENTRALIZED PURCHASING**

The board endorses the concept of centralized purchasing, and authorizes the superintendent, or designee, to supervise the purchasing of all supplies, equipment, materials and services for the school system in accordance with financially sound purchasing practices and within budget limitations.

Every effort to receive full value for the dollars spent will be made through sound purchasing procedures. The purchasing function shall be to buy the product or service required for the intended purpose which in the course of its use will be the most economical and efficient product. Purchases shall be timed to provide the necessary goods and services without undue delay in delivery, and with reasonable cost. The quantity of items purchased shall depend upon the need, the storage facilities available and the effect on unit prices by volume purchases.

Adopted: June 22, 1982

Revised: November 13, 1990

Revised: November 12, 1996

Reviewed: June 27, 2000