

## **PURCHASING**

All purchases for the Hull Public Schools shall be made in accordance with state purchasing procedures set forth under the General Laws of Massachusetts.

It is understood that in emergency situations the school administration, without waiting for a meeting of the School Committee to be convened, may take whatever action is deemed to be necessary and in the best interest of the Hull Public Schools.

Purchase orders for such supplies and for such services as may be appropriate to carry into effect the instructions and decisions of the School Committee may, within the limits of appropriations, be signed and issued in the name and on behalf of the Committee by the Superintendent.

A standard purchase order form shall be used to order all goods and services. The person receiving the goods or services shall sign the receiving copy of the purchase order, and no bill shall be paid until the receipt of such goods or services has been certified in this manner to the Superintendent. The warrant shall be endorsed by a majority of the School Committee at the next regular meeting. The completed warrant will be the consideration of the Town Treasurer in making out checks in payment of the bills listed.

Additionally, the School Committee authorizes and encourages the Superintendent to participate in cooperative purchasing of materials, supplies, and equipment with other school districts in order to save tax dollars.

*Adopted: November 2005*

*First reading 2011 revision: October 11, 2011*

*Second reading: October 24, 2011*

*Adoption: November 21, 2011*

*Proposed reconsideration: November, 2016*

***Hull Public Schools***