

Purchasing/Purchasing Authority

The Board's authority for the purchase of materials, equipment, supplies and services is extended to the executive director through the detailed listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual operating budget.

All purchases, with the exception of emergency repairs, equipment or supplies not exceeding \$5,000 shall be in conformity with the budget or have prior Board approval.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment shall be scheduled so that annual budgetary appropriations for capital purposes will be of similar size or will show a continuous trend without severe fluctuations.

In order to receive the greatest value for each dollar expended, it shall be the policy of the BOCES to obtain comparative prices based on similar quality, to consider a balance between long-term quality and cost, and to purchase in quantity whenever possible and practical.

(Adoption Date: September 9, 2015)

LEGAL REFS.: C.R.S. 22-5-107 (*duties of board*)
C.R.S. 22-32-109 (1)(b) (*board duty to adopt policies for the efficient administration of the BOCES*)

CROSS REFS.: DHA, Contracts/Signing Authority
DJE, Bidding Procedures