

Lisbon School District

15 Newent Road
Lisbon, CT 06351

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Business / Non-Instructional Operations

Purchasing Procedures

The duties of purchasing for the Board of Education shall be directed by the Superintendent of Schools through the school Business Manager who shall conduct all purchase transactions for the district in accordance with the approved annual Board of Education budget or by the approval of the Board of Education or designee.

The Superintendent of Schools in collaboration with the Business Manager shall establish procedures for the purchasing process of the school district, including ordering materials, verifying receipts of orders, distributing materials received, and paying invoices. Transactions shall be via purchase order or formal contract. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee. The established purchasing process shall be followed as outlined with exceptions to be made only with the prior approval of the Superintendent of Schools.

The Business Manager shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Legal Reference: Connecticut General Statutes
 [10-51](#) Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.
 [10-222](#) Appropriations and budget. Financial information system.
 10-259 Fiscal and school year defined.

Policy adopted: 12/19/11 – Lisbon Board of Education

Policy amended: 04/23/18 - Lisbon Board of Education