

**PURCHASING**

The Board assigns the Superintendent the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The acquisition of supplies, equipment, and services will be centralized in the business office District business office, which functions under the supervision of the Chief Operating Officer, and through whose office all purchasing transactions are conducted.

The Chief Operating Officer or designee shall be responsible for approval of all purchases, in accordance with Board Policy. Purchasing responsibilities include: requisitions, current order purchasing, writing of specifications for bids, deliveries, storage and other tasks related to the purchases, acceptance and distribution of supplies and materials.

If the purchase is a software solution designed for productivity, the company shall be asked to provide a SOC 2 Type II report or verification that the provider’s technical, administrative, and physical controls related to security, availability, processing integrity, confidentiality, and privacy of data are in place to protect the Personal Identifiable Information of the Nashua School District.

**Legal References:**

*RSA 194-C:4 II (a), Superintendent Services*

*NH Code of Administrative Rules Section 303.01(b), Substantive Duties of School Boards Board*

***Legal References Disclaimer:*** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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