

REGULATION

PATERSON SCHOOL DISTRICT

FINANCES
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Purchasing

R 6300 PURCHASING

The Superintendent is ever mindful of the sensitivity of adhering to solid purchasing practices and balancing the need for timely purchases to support the educational programs. Pursuant to the authority granted the Commissioner of Education under N.J.S.A. 18A:55-2 and N.J.S.A. 18A:7F-60, the Commissioner shall withhold State funds on school districts that fails to obey the provisions of the Public Contract law, N.J.S.A. 18A:18A-1 et seq. The amount of funds to be withheld could equal as much as the amount of the goods and services contracted or awarded that are in violation of the provisions of N.J.S.A. 18A:18A-1 et seq.

In order to minimize any exposure to the district, the Supervisor of Purchasing shall develop a purchasing manual incorporating the requirements of district policies and Regulations of 6320, 6340, 6350, 6360, 6361, 6362, 6421, and 6422 and procedures for the day-to-day purchasing processes. This manual shall address the corrective action process for any unauthorized purchases.

The Supervisor of Purchasing will update the purchasing manual on an annual basis prior to June 30th of each fiscal year and will develop a schedule for monthly training sessions for any staff who may wish to attend or may be required to attend.

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