



D Series

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PURCHASING

The acquisition of supplies, equipment, and services will be centralized in the North Country Charter Academy Main office.

The Principal/Superintendent shall be responsible 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 North Country Charter Academy.

The Principal/Superintendent has authority to approve all purchase requests of \$5,000.00 or less.

The Principal/Superintendent shall be responsible for all phases of purchasing in accordance with Board Policy; for requisitions, current order purchasing, writing of specifications for bids, deliveries, storage, and other tasks related to the purchases, acceptance and distribution of supplies.

1st Reading: October 20, 2011

2nd Reading: December 15, 2011

Adoption: January 24, 2012

Reviewed & Accepted: January 18, 2024