Monroe 2-Orleans BOCES Policy
Series 1000 – By-Laws
Policy #1317 – DUTIES OF THE PURCHASING AGENT

The Board shall appoint a person to serve the BOCES as Purchasing Agent for the purpose of transacting BOCES purchases at its Annual Reorganizational Meeting. The Purchasing Agent shall serve for a period of one year.

The Board shall also appoint a person to serve in the absence of the Purchasing Agent.

The duties of the Purchasing Agent shall be:

1. To serve the educational program by providing supplies, equipment and services deemed essential by the responsible Program Director or Administrator;

2. Comply with all applicable laws and regulations;

3. Without prejudice, seek to maximize the educational value for every expenditure;

4. Determine that adequate funds are available prior to committing the BOCES to purchases.

Adopted: 7/13/99
Revised: 9/15/10
Reviewed: 8/21/2013
Reviewed: 8/17/2016
Reviewed: 9/18/2019
Reviewed: 8/17/2022
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