Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4420 – ORDERING GOODS

Items or services are to be ordered only with approval of the Purchasing Agent or designee. Goods purchased for the BOCES shall not be used for personal purposes.

Purchases of personal items using a BOCES purchase order will not be permitted.

The District Superintendent or their designee will be the only person authorized to enter into contracts for services, goods, equipment or supplies.

Adopted: 7/13/1999
Reviewed 2/18/2009
Revised: 9/21/2011
Revised: 8/20/2014
Reviewed: 8/16/2017
Reviewed: 8/19/2020
Reviewed: 8/16/2023
Reviewed: 9/9/2026