Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4472 – SALE OF SUPPLIES AND MATERIALS

Customers

School districts, government agencies, BOCES departments and the general public are encouraged to subscribe to the services provided through the Career and Technical Education Program and the Center for Workforce Development where it is to the benefit of the student to gain actual experiences. In these cases, supplies and materials may be purchased to complete the task. When such purchases occur, the cost of the purchase will be identified with the project or service performed and charged to individual customers. Individuals are prohibited from using BOCES credit or accounts to purchase supplies and materials other than for BOCES projects. No service will be performed by BOCES for personal gain, for the purpose of competing with private industry or for the purpose of making a profit. Selection of work will be based on congruency between the program curriculum sequence and the appropriateness of the requested service.

Tax will be added to invoices on all goods or services deemed taxable by the New York State Department of Taxation and Finance.

An accurate and timely method of collecting such revenues will be established by the Business Office by creating and implementing administrative regulations in accordance with accepted accounting practices and in accordance with statute and Commissioner's Regulations.

Students

The District Superintendent may permit the sale of supplies and materials to students at cost. Sale of supplies and materials shall be permitted only in cases where the supplies and materials are essential to the instructional program and/or unique to a specific student.

Purchasing—Restrictions For Individuals

Except as permitted by law or regulations, employees of BOCES and other individuals shall be prohibited from purchasing any equipment, materials, or supplies under the name of BOCES that are to be used for personal purposes.

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