

Monroe 2-Orleans BOCES Policy

Series 1000 – By-Laws

Policy #1317 – DUTIES OF THE PURCHASING AGENT

- a) The Board shall appoint at its Annual Reorganizational Meeting a person to serve the BOCES as Purchasing Agent for the purpose of transacting BOCES purchases. The Purchasing Agent shall serve for a period of one year.
- b) The Board shall also appoint a person to serve in the absence of the Purchasing Agent.
- c) The function of the Purchasing Agent shall be to serve the educational program by providing supplies, equipment and services deemed essential by the responsible Program Director or Administrator.
- d) The Purchasing Agent shall:
 - 1. Comply with all applicable laws and regulations;
 - 2. Without prejudice, seek to maximize the educational value for every expenditure;
 - 3. 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