

## **LOCAL PURCHASING REQUIREMENTS FOR EQUIPMENT, MATERIALS AND SUPPLIES**

*Policy Code:*

**6440**

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All purchases of equipment, materials and supplies will be made in accordance with laws and applicable policies and procedures of the State Division of Purchase and Contract. All employees involved in purchasing are expected to be familiar with these requirements.

When competitive bidding is not required, purchases should be made under conditions which foster competition among potential vendors. Purchase decisions should be made after considering price, quality, suitability for specified need and timeliness of delivery and performance. The board will not enter into a contract with any supplier or contractor when performance on any previous contract has been found to be unsatisfactory by the superintendent or the board.

Records of all informal bids will be kept and will be available for public inspection. Such records should include the date the bid is received, from whom it is received, and for what item.

Legal References: G.S. 115C-36, -522; 133-33; 143-52, -53.1; State Division of Purchase and Contract Purchasing Manual

Cross References: Contracts with the Board (policy 6420), State Purchasing Requirements for Equipment, Materials and Supplies (policy 6430)

Adopted: May 14, 1998 to become effective July 1, 1998

Administrative Procedure: None