

**HOOKSETT SCHOOL DISTRICT
PURCHASING**

The acquisition of supplies, equipment, and services will be centralized in the business office, which functions under the supervision of the Superintendent, and through whose office all purchasing transactions are conducted.

The Board assigns the Superintendent and/or designee the responsibility for the quality and quantity of purchases made. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the district.

The Superintendent and/or designee will be solely responsible for the final approval of all purchases. No purchase is approved until the purchase order has been authorized by the Superintendent of Schools.

Adopted: December 21, 1999

Revised: May 16, 2023