

**HOOKSETT SCHOOL DISTRICT  
PURCHASING PROCEDURES**

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his/her designee.

These procedures will require that all purchases are made only with a properly approved purchase order and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Adopted: December 21, 1999

Revised: May 16, 2023