

**Business/Non-Instructional Operations  
Purchasing Procedures**

The Business Department is responsible for the execution of all purchases.

No transaction shall be authorized until a purchase order has been issued by the Business Office.

All contracts, Memorandum of Understanding (MOU) agreements between the district and vendor, outside agencies, consultants, etc. shall be prepared under the supervision of the Superintendent or their designee, and when \$25,000 or more, shall be submitted to legal counsel for review, vetted in the applicable board committee and submitted to the Board of Education for approval.

No contract, MOU, or agreement totaling \$25,000 or more (excluding educational and medical specialty services specified in an Individual Education Plan) will be signed by the Superintendent, their designee, or the Chair of the Board of Education without the formal authorization of the Board of Education upon review of the full board.

Textbook purchases must be reviewed and recommended by the Department of Teaching and Learning; submitted to the Superintendent or their designee and the Board of Education for approval before it can be purchased.

Approval of the Superintendent or their designee must be obtained prior to any school committing the District to any contract, MOU or agreement.

Legal Reference: CT General Statute 10-229 Change of Textbooks