

1 The superintendent shall organize the purchasing function in a manner intended to meet the  
2 purchasing goals of the [Transylvania County Board of Education \(the “board”\)](#). The purchasing  
3 function includes the following responsibilities:  
4

- 5 1. making purchases for all departments in accordance with applicable laws and regulations,  
6 including the requirements of the State Division of Purchase and Contract when  
7 applicable, board policy, the superintendent’s directives, good purchasing practices, and  
8 ethical principles;  
9
- 10 2. establishing and enforcing a system for approving and accounting for purchases;  
11
- 12 3. maintaining appropriate records on price quotations of supplies most frequently  
13 purchased;  
14
- 15 4. maintaining other supplemental data to assist in making purchases at the most economical  
16 prices possible;  
17
- 18 5. maintaining NC E-Procurement compliance and making purchases through the E-  
19 Procurement Service to the extent appropriate to maximize savings and efficiency in the  
20 purchasing function;  
21
- 22 6. establishing a practical degree of standardization of equipment, supplies, and materials  
23 with sufficient flexibility to meet unique needs of schools and departments;  
24
- 25 7. operating a central inventory warehouse;  
26
- 27 8. supervising the receiving of all materials, including establishing procedures to ensure  
28 received goods are properly inspected, counted, and documented;  
29
- 30 9. maintaining lists of potential bidders for various types of materials, equipment, and  
31 supplies;  
32
- 33 10. providing information regarding bidding opportunities to vendors;  
34
- 35 11. providing information and service to schools and departments that wish to make  
36 purchases; and  
37
- 38 12. maintaining current information on all applicable laws, regulations, board policies, and  
39 administrative procedures.  
40

41 Legal References: G.S. 143-49, -52, -52.3; 115C-522; 147, art. 6E; N.C. Session Law 2003-147;  
42 N.C. Procurement Manual, Department of Administration, Division of Purchase and Contract,  
43 available at <http://www.pandc.nc.gov/Default.aspx>  
44

45 Cross References:  
46  
47 Adopted:  
48

NEW