

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:

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- 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;
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- 10 2. establishing and enforcing a system for approving and accounting for purchases;
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- 12 3. maintaining appropriate records on price quotations of supplies most frequently
13 purchased;
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- 15 4. maintaining other supplemental data to assist in making purchases at the most economical
16 prices possible;
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- 18 5. maintaining N.C. 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;
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- 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;
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- 25 7. operating a central inventory warehouse;
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- 27 8. supervising the receiving of all materials, including establishing procedures to ensure
28 received goods are properly inspected, counted, and documented;
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- 30 9. maintaining lists of potential bidders for various types of materials, equipment, and
31 supplies;
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- 33 10. providing information regarding bidding opportunities to vendors;
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- 35 11. providing information and service to schools and departments that wish to make
36 purchases; and
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- 38 12. maintaining current information on all applicable laws, regulations, board policies, and
39 administrative procedures.
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41 Legal References: G.S. 143-49, -52, -52.3; 115C-522; 147 art. 6E, art. 6G; N.C. Session Law
42 2003-147; N.C. Procurement Manual, Department of Administration, Division of Purchase and
43 Contract, available at [https://ncadmin.nc.gov/government-agencies/procurement/procurement-](https://ncadmin.nc.gov/government-agencies/procurement/procurement-rules)
44 [rules https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf](https://files.nc.gov/ncdoa/documents/files/NC-Procurement-Manual-2022-with-TOC.pdf)

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- 46 Cross References:
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- 48 Adopted: March 20, 2017
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- 50 Revised: February 19, 2018 (legal references only); [DATE]

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