

# REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: ~~Policy DE, Policy 405, AR405DE, DEA, DEB, DEB-RA, DF, DF-RA~~  
Responsible Office: ~~SUPERVISOR OF PURCHASING~~PURCHASING OFFICE

## PURCHASING AUTHORITY

### A. PURPOSE

To establish the purchasing authority at Anne Arundel County Public Schools (AACPS).

### B. BACKGROUND

1. The Supervisor of Purchasing shall be the Superintendent's designated purchasing officer and may approve in writing all contracts for the procurement of goods and services for AACPS.
2. The Purchasing Office shall be vested with the responsibility and exclusive authority to act as the agent for AACPS in the procurement of goods and services, including but not limited to, materials, supplies, equipment, maintenance services, construction services and construction-related services, professional services, and other services.
3. Contracts funded with school activity funds, as defined in Regulation DF-RA – School Activity Funds Management, are not subject to this regulation.

### C. PROCEDURES

#### A. Purchasing Officer

- ~~1. The Supervisor of Purchasing shall be the Superintendent's designated Purchasing Officer and may approve in writing all contracts for the procurement of goods and services for the Anne Arundel County Public Schools (AACPS).~~
- 2.1. *Supervisor of Purchasing* – the person authorized to manage and supervise the Purchasing Office and to formulate, enter into, or administer contracts, or make written determinations and findings with respect to them. The term also includes a designee of the Supervisor of Purchasing acting with written authority from the Supervisor to perform functions specifically delineated in the writing.

~~3.2.~~ No contract entered into by the ~~Anne Arundel County Public Schools AACPS~~ shall ~~will be valid~~ be valid without the written approval of the Superintendent or the Supervisor of Purchasing.

~~B. Purchasing Office~~

~~1. The: Purchasing Office is vested with the responsibility and exclusive authority to act as the agent for the Anne Arundel County Public Schools in the procurement of goods and services including but not limited to materials, supplies, equipment, maintenance services, construction services and construction related services, professional services, and other services.~~

~~2.3.~~ The Purchasing Office ~~is~~ shall be responsible for the review, modification, and approval of all solicitations for the purpose of clarity, open competition, development of least restrictive specifications and all matters that encourage an open, fair and competitive procurement environment.

*Regulation History:* Developed by Superintendent 5/11/05  
Reviewed by Board of Education 5/18/05  
Issued ~~5/23/05~~  / /

*Note previous history:* ~~New regulation.~~ Issued 5/23/05