

# POLICY

## BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

**Related Entries:** DE-RA, DEA, DEB, DEB-RA, DEC, DEC-RA, DF, DF-RA

**Responsible Office:** OFFICE OF FINANCIAL OPERATIONS, PURCHASING DIVISION

### PURCHASING AUTHORITY

#### A. PURPOSE

To provide guidance on purchasing activities within Anne Arundel County Public Schools (AACPS).

#### B. ISSUE

AACPS is a public organization that is responsible for numerous purchasing activities. This policy establishes the authority and responsibility governing those purchasing activities.

#### C. POSITION

The Board of Education of Anne Arundel County delegates authority to the Superintendent to develop clear lines of authority and regulations for the delivery of purchasing services. The Superintendent shall designate a purchasing officer to carry out the responsibilities of all purchasing activities. The Superintendent or the Superintendent's designee, as the designated purchasing officer, shall approve in writing all contracts for the procurement of goods and services for AACPS. Except as provided for in the *School Activity Funds Manual*, no contract entered into by AACPS shall be valid without the written approval of the Superintendent or the Superintendent's designee.

#### D. IMPEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

**Policy History:** Adopted 05/18/05; Revised 07/12/17; Technical Edit 12/02/25

**Note Previous Policy History:** Replaces Policy 405 and 405.01, adopted 11/05/97

**Legal Reference:** None