

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

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

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

### PURCHASING AUTHORITY

#### A. PURPOSE

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

#### B. BACKGROUND

1. The Director 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 Division shall be vested with the responsibility and exclusive authority to act as the agent for AACPS in the procurement of goods and services, including 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. DEFINITIONS

1. ***Director of Purchasing*** – the individual authorized to manage and supervise the Purchasing Division and to formulate, enter into, or administer contracts and make written determinations and findings with respect to these contracts. The term also includes a designee of the Director of Purchasing acting with written authority from the Director of Purchasing to perform functions specifically delineated in writing.

#### D. PROCEDURES

1. 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.
2. The Purchasing Division 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:* Issued 05/23/05; Revised 07/12/17; Technical Edit 12/02/25

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

*Legal Reference:* None