

**SUBJECT: ORDERING GOODS**

Items or services are not to be ordered without prior approval of the Purchasing Agent. Goods purchased for the Board of Cooperative Educational Services shall not be used for personal purposes.

Purchases of personal items using a BOCES purchase order will not be permitted.

The Purchasing Agent or the Director of Financial Affairs will be the only persons authorized to enter into contracts for services, goods, equipment or supplies.

Adopted: 7/10/02