

PURCHASING AUTHORITY

Background

The Public School Code of 1949, as amended, including Sections 801, 803 and 807.1, governs the purchase of furniture, equipment, textbooks, school supplies and other appliances ("supplies and equipment") for the District, and Section 807.1 also provides that the Board may authorize the secretary or other authorized designee, as purchasing agent for the District, to make purchases of less than \$18,500. Although these School Code provisions do not address services, this policy also governs the purchase of services.

Objective

It is the objective of this policy to delegate purchasing authority to the Superintendent to the extent allowable by law, in order to facilitate regular procurement of supplies, equipment and services, and to provide for Board action for purchases of \$18,500 or more, and for purchases of textbooks.

Policy

It shall be the policy of the Board that purchases of supplies, equipment and services shall be approved as follows:

1. Without Board approval, the Superintendent or designee is authorized to purchase supplies and equipment and services costing less than Eighteen Thousand Five Hundred Dollars (\$18,500) provided written or telephonic price quotations are obtained from at least three (3) qualified and responsible vendors for all such purchases that exceed Ten Thousand Dollars (\$10,000) or, in lieu of obtaining price quotations, prepare and file a memorandum showing that fewer than three (3) qualified vendors exist in the District's market area. Notwithstanding the foregoing, contracts for professional services are not subject to mandatory price quotations or to competitive bids. Records of all price quotations and memoranda (pursuant to the above provision) shall be maintained for a period of not less than three years.
2. The Board shall approve all purchases of textbooks as provided in Section 803 of the School Code, and shall approve all purchases of supplies and equipment and services costing Eighteen Thousand Five Hundred Dollars (\$18,500) or more after public notice has been given by advertisement once per week for three (3) weeks in not less than two (2) newspapers of general circulation or, in the event no newspaper is published within the district, said notice may, in lieu of publication, be posted in at least five (5) public places. Notwithstanding the foregoing, contracts for professional services are not subject to competitive bids.

3. All District purchases shall be subject to the provisions of the Public School Code and applicable law relating to exemptions of certain types of supplies and equipment, the grounds for acceptance and rejection of bids, notice requirements, restrictions on series of purchases or piecemeal contracts intended to avoid bidding and other relevant matters.

Administrative Responsibility

It shall be the responsibility of the Administration to implement and enforce this policy, and to develop Administrative Procedures for implementation and enforcement where necessary.

The Administration shall report to the Board on a monthly basis all purchases not previously approved by the Board (pursuant to the terms of this policy) that are not routinely recurring and approaching an aggregate threshold of \$30,000.

Communication

This policy shall be communicated to:

1. All District Staff
2. The Mt. Lebanon Community

Adopted May 26, 1969
Revised December 21, 1971
Revised September 26, 1977
Revised July 16, 1979
Revised June 21, 1982
Revised October 15, 1990
Revised April 17, 1995
Revised April 16, 2007
Revised September 17, 2012