

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: May 29, 2004

REVISED:

611. PURCHASES BUDGETED	
1. Authority SC 751, 807.1	It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.
2. Delegation of Responsibility SC 609, 751, 807.1	<p>All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Director of Administrative Services.</p> <p>All purchase order requests must be referred to the department head, building principal, and Superintendent, who shall check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the district.</p>
3. Guidelines	<p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none">1. Items commonly used in the various schools and Administration Center be standardized whenever possible.2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.3. No purchase request will be honored unless made on a district requisition form that has the necessary approval. <p>Upon placement of a purchase order, the Business Office shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations.</p>

611. PURCHASES BUDGETED - Pg. 2

	<p>The Board recognizes its position as a major purchaser in the community. While it is the Board's intent to purchase quality materials and supplies at the lowest possible cost through open competition, if all other considerations are equal, the Board may prefer to purchase within the district from established local merchants.</p>
--	---