

Central Greene School District

No. 611

Section FINANCES

Title PURCHASES BUDGETED

Date Adopted October 21, 1981

Revised July 03, 1990

Guide		Reference	
	611. PURCHASES BUDGETED		1
1. Purpose	It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of the district.	SC 751	2 3 4 5 6 7 8
2. Authority	All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Board Secretary/ Director of Business Affairs (Purchasing Agent) and the Superintendent.	SC 807.1	9 10 11 12 13 14
	All purchase order requests must be referred to the building principal, the Superintendent, or the Director of Business Affairs, who shall check as to 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.	SC 609	15 16 17 18 19 20 21 22
	Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than \$10,000 (\$10,000 in cooperative purchases). A written record shall be made of these quotations and shall contain the date of the quotation, name of contractor, contractor's representative, the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.	SC 511(e) 807.1 Act 38 of 1990	23 24 25 26 27 28 29 30 31 32 33 34 35
3. Guidelines	In the interests of economy, fairness and efficiency in its business dealings, the Board requires that		36 37 38 39
	- Items commonly used in the various schools or units thereof be standardized whenever possible.		40 41 42 43 44



- Opportunity be provided to as many responsible suppliers as possible to do business with the school district. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
- No purchase request will be honored unless made on a district approved requisition form that has the necessary approval.
- Upon the placement of a purchase order, the Director of Business Affairs shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.
- The Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.

School Code

609, 751
807.1

Other Cite

Act 38
of 1990