



BOARD POLICY

611-DUP1 Purchases Budgeted

POLICY NUMBER	REVISED	VERSION	DOCUMENT STATUS
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■ Proposed addition ■ Proposed deletion

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 shall be made in a manner that ensures the best interests of the district.^{[1][2]}

Responsibility

All purchases that are within budgetary limits may be made upon authorization of the ~~Business Manager or Board Secretary~~, Chief Financial and Operations Officer, Board Secretary, Business Manager, and/or Superintendent, unless the contemplated purchase is more than \$24,500, in which case prior approval by the Board is required.^[2]

All purchase order requests must be referred to the Business Manager 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.^{[1][2]}

Guidelines

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~~All purchases, except those made through individual school internal funds, shall be made on the basis of a purchase order bearing the signatures of the initiator of the request and of the person who is authorized to order expenditures from the budget section involved.~~

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The procedure for requisitioning purchases of supplies, materials, and equipment shall be as follows:

1. Initiator shall complete in detail the proper form:
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2. Requisition shall be submitted to immediate supervisor for approval:
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3. The immediate supervisor shall then submit the requisition to the Business Manager for final approval.

Blanket purchase orders may be issued when purchasing inexpensive items which, because of their varying usage requirements over a school year, are difficult to predict.

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In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in the various schools and buildings be standardized whenever possible:
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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.
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3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.

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Legal Footnotes

[1] 24 P.S. 751
LEGAL REFERENCE

[2] 24 P.S. 807.1
LEGAL REFERENCE

Legal References

No additional references listed.