

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: November 9, 1995

REVISED: August 11, 2005

Palmyra Area School District

611. PURCHASES BUDGETED	
1. Purpose SC 751	<p>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.</p>
2. Authority SC 807.1 SC 609	<p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Business Manager.</p> <p>All purchase order requests must be referred to the Superintendent or designee 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.</p>
SC 511 (e) 807.1 Act 38 of 1990	<p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or service 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.</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 or units thereof be standardized whenever possible.2. Opportunity be provided to as many responsible suppliers as possible to do business with the school districts. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.

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| | <ol style="list-style-type: none">3. No purchase request will be honored unless made on a district approved requisition form that has the necessary approval.4. Upon the placement of a purchase order, the Business Manager shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations. |
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