

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: February 8, 1999

REVISED:

PENN MANOR SCHOOL DISTRICT

611. PURCHASES BUDGETED	
<p>1. Authority SC 751</p>	<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 shall be made in a manner that ensures the best interests of the district.</p>
<p>2. Delegation of Responsibility SC 807.1</p> <p>SC 609</p> <p>SC 511(e), 807.1 Act 38of 1990</p>	<p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Administrative Assistant for Business.</p> <p>All completed purchase order requests from the category administrator must be referred to the Administrative Assistant for Business 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> <p>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 but more than \$4,000. 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>
<p>3. Guidelines</p>	<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 prefers to purchase within the district from established local merchants.</p>