

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

611-AR-0. PURCHASING PROCEDURES

The purchasing, receiving, storing and distributing of necessary supplies, equipment and services for use in the district represents a significant budget expenditure. District staff recognize that these items must be procured efficiently and economically.

The Business Manager will supervise district purchasing and may authorize district purchases that conform to the adopted budget appropriations and are not required to be bid. Such purchases will not exceed designated budget limitations, unless modified by the Board.

No contract will be entered into or bill paid without the proper documentation and affirmative vote by the Board.

All district employees are required to report to the Superintendent any suspected fraud, theft or misuse of district resources.

Under no circumstances may employees use district funds to make unauthorized or personal purchases. District employees may be disciplined or terminated for failing to follow Board policy or administrative regulations and for any misuse of district resources.

Procedures

Items commonly used in district schools and buildings will be standardized whenever possible.

All purchase requests must be submitted to and approved by the Business Manager prior to the placement of the order. Unauthorized orders will be the responsibility of the individual, not the district.

Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order submitted to the Business Manager's office.

Purchase requests by an employee must be submitted to the building principal or immediate supervisor responsible for the budget code from which the purchase will be made. The responsible administrator will check as to the necessity of the purchase and whether the material might be available elsewhere in the district, whether sufficient funds exist in the budget, and whether the proposed purchase is subject to bid.

All purchase orders should include: clearly described instructions, exact description of material requested, estimated costs, budget code, suggested vendors, name of requestor, and signature of administrator.

The responsible administrator will submit the approved purchase order to the Business Manager.

The Business Manager will approve, sign, process and make copies of compliant purchase orders after:

1. Coding the request with the appropriate account numbers.
2. Determining if the request is legal and in the best interests of the district.
3. Reviewing all information on the purchase order for clarity and accuracy.

Upon approval of a purchase order, the Business Manager will notify the responsible administrator and forward the purchase order for processing and encumbering the expenditure against the specific budget line item(s), to prevent the creation of liabilities in excess of appropriations.

The responsible administrator will be consulted regarding a substitution for the item specified prior to the purchase being completed.

Purchase orders denied or rejected by the Business Manager will be returned to the responsible administrator, with the reason for the denial or rejection noted on the purchase order.

When a purchase has been completed and the materials or services have been received, the receiver will forward a copy of the applicable purchase order to the Business Manager's office.

The receiving document, all shipping documents and the invoice will be matched. After entry of all invoice detail, the purchase order will be processed for payment.

No deliveries will be accepted from vendors unless identified with an approved purchase order.

Purchases will be made through available state contracts whenever such purchases are in the best interest of the district.

Opportunity to do business with the district will be provided to as many responsible suppliers as possible. The Business Manager will maintain and update lists of potential suppliers for various types of supplies, equipment and services.

There will be no exceptions to the purchasing procedures other than extreme emergencies.

Emergencies are defined as unscheduled, unanticipated needs that cannot wait or be restricted by the established purchasing procedures. Individuals placing emergency orders must provide the Business Manager with written justification for such orders.