

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED:

REVISED: October 20, 2015

DEER LAKES SCHOOL DISTRICT

611. PURCHASES BUDGETED	
<p>1. Authority SC 751, 807.1</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 609, 751, 807.1</p> <p>SC 609, 751, 807.1</p>	<p>All purchases that are within budgetary limits and were originally contemplated in the budget may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than an amount prescribed annually by the PDE, in which case prior approval by the Board is required.</p> <p>All purchase order requests must be referred to the Business Manager, 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>3. Guidelines</p>	<p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in the various schools shall be standardized whenever possible, and opportunity shall be provided to as many responsible suppliers as possible to do business with the school districts.</p> <p>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.</p> <p>The Board recognizes its position as a major purchaser in this community, and while it is the responsibility of the Board to purchase materials and supplies of quality at the lowest possible cost, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p>