

SHALER AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: JUNE 18, 1998

REVISED: SEPTEMBER 19, 2012; MAY 15, 2013; MARCH 19, 2014

611. PURCHASES BUDGETED	
<p>1. Purpose 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 SC 609, 751, 807.1</p>	<p>All purchases that are within budgetary limits may be made upon authorization of the Director of Business Affairs unless the contemplated purchase is for more than \$19,100 in which case prior approval by the Board is required.</p> <p>All purchase order requests must be referred to the Director of Business Affairs, on district-approved requisition forms, 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> <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 between \$4,000 and \$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. Bids for purchases exceeding \$10,000 shall be kept on file for a period of seven years.</p>