

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: APRIL 25, 2005

REVISED: MARCH 23, 2015

NAZARETH AREA SCHOOL DISTRICT

<p>1. Authority SC 751</p> <p>2. Delegation of Responsibility SC 807.1</p> <p>3. Guidelines SC 511, 807.1</p> <p>Act 82 of 2012</p>	<p style="text-align: center;">611. PURCHASES BUDGETED</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>All purchases that are within budgetary limits may be made upon authorization of the Business Administrator/Board Secretary.</p> <p>Written 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 \$ \$19,400 but greater than \$ \$10,500. 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 and memoranda shall be kept on file for a period of three (3) years.</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. These amounts shall be revised through an annual adjustment of these limits as calculated by the Department of Labor and Industry.</p> <p><u>Spending Plan</u></p> <p>The budget shall be considered as a controlled spending plan for the ensuing year. The Superintendent is authorized to make expenditures and commitments in accordance with and in harmony with the specific regulations of the Board and administrative plans approved by the Board. This same procedure shall be followed with respect to expenditures provided for by special Board action.</p> <p><u>Requisitions</u></p>
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The official requisition form is to be completed by the principal's office from a request submitted by a teacher. The building principal shall determine the kind of form to be used by the teachers of that school. Other Staff requests must be submitted to their immediate supervisor after the administrator approves the request and the purchase order is entered into the computer, this information is to be sent to the business office for final processing.

Periodic requisitions for supplies such as paper, chalk, etc., should be submitted to the principal's office. Teachers should anticipate these needs and make requisitions at the time designated by the principal.

Purchase Orders

The purchase order system, to be fully operative and to serve as a means of budgetary control, must be processed without exception from standard procedure. The purchase order system must be considered inviolate except in case of emergency, and then only after approval of the Superintendent and/or designated representatives. Responsibility for any purchase or commitment for the disbursement of funds cannot otherwise be assumed by the Board.

Information provided on the request for purchase furnishes the basis for preparing the purchase order. Purchase orders are written in quadruplicate. On placing the purchase order, one (1) copy is furnished the vendor, one (1) copy is retained by the Business Office, and two (2) copies are returned to the principal's office. On receipt of goods or services, one (1) copy is returned to the Business Office. Any discrepancy in goods or services should be noted on the copy returned to the Business Office. This same notation should be made on the copy retained in the principal's office. The copy returned to the Business Office will be the basis for payment of goods or services received.