

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: August 19, 2002

REVISED: October 17, 2011
October 15, 2012

	611. PURCHASES BUDGETED
1. Authority SC 751	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 school district.
2. Delegation of Responsibility SC 807.1	All purchases that are within budgetary limits may be made upon authorization of the Business Manager and/or designee.
SC 609	All purchase order requests must be referred to the Business Manager and/or designee, 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 school district.
3. Guidelines SC 511, 807.1	<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 exceeds the currently established State threshold for quotations, but less than the State threshold for required bidding. 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>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> 1. Items commonly used in the various schools and buildings be standardized whenever possible. 2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained. 3. No purchase request will be honored unless made on a school district requisition

	<p>form that has the necessary approval.</p> <p>4. The Board is not obligated to pay for purchases that are not made through the use of a District purchase order.</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 school district from established local merchants.</p>
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