

ALLENTOWN SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: 4/23/98

REVISED:

611. PURCHASES BUDGETED	
<p>1. Authority SC 751</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 807.1</p> <p>Administrative Reg. 610-AR SC 609</p>	<p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Business Manager and the approval of the Board.</p> <p>All purchase order requests must be referred to the principal or Superintendent's Team member, 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>3. Guidelines</p>	<p>In the interest 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 be provided to as many responsible suppliers as possible to do business with the school district. 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 district approved requisition form that has the necessary approval. 4. 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.

611. PURCHASES BUDGETED - Pg. 2

	<p>The Board recognizes its position as a major purchaser in the community. While it is the Board's intention 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 district from established local merchants.</p>
--	---