



SECTION: FINANCES

TITLE: PURCHASES BUDGETED

Lackawanna Trail School District

ADOPTED:

REVISED: July 3, 1990

	<p style="text-align: center;">611. PURCHASES BUDGETED</p> <p>1. Purpose It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of the district.</p> <p>2. Authority 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 Superintendent.</p> <p> All purchase order requests must be referred to the Building Principal and the Superintendent 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 less than \$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.</p> <p>3. Guidelines In the interests of economy, fairness and efficiency in its business dealings, the Board requires that</p>	<p style="text-align: center;">SC 751</p> <p style="text-align: center;">SC 807.1</p> <p style="text-align: center;">SC 609</p> <p style="text-align: center;">SC 511(e) 807.1 Act 38 of 1990</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p>
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items commonly used in the various schools or units thereof be standardized whenever possible.

no purchase request will be honored unless made, in most cases, on a district approved requisition form that has the necessary approval.

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.

The Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.

School Code	609, 751 807.1
Other Cite	Act 38 of 1990

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