

# AVON GROVE SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: January 16, 2001

REVISED: March 22, 2007  
December 7, 2009

611. PURCHASES BUDGETED	
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.
2. Authority SC 751, 807.1	All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Business Manager or Superintendent. No district purchases shall be made by unauthorized personnel.
SC 609	All purchase order requests must be referred to the building principal <u>or the appropriate administrator</u> 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.
SC 511(e), 751, 807.1 Policies 800, 800.1	Written or telephonic price quotations shall be in accordance with the School Code. A written record shall be made of these quotations and shall contain the date of the quotation, name of contractor/vendor and the contractor's/vendor's representative, the construction, reconstruction, repair, maintenance, work or supplies that are the subject of the quotation, and the price. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years and in accordance with the district's record retention and destruction policies.
3. Guidelines	<p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ul style="list-style-type: none"> <li>• items commonly used in the various schools or units thereof be standardized whenever possible.</li> <li>• opportunity be provided to as many responsible suppliers as possible to do business with the school districts. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.</li> <li>• no purchase request will be honored unless made on a district approved purchase order form that has the necessary approval.</li> </ul>

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- ~~no purchase order is necessary for purchases under \$100.00.~~

Upon the placement of a purchase order, the Business Manager or his/her designee 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 the 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.