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| Book | BHASD Policies |
| Section | 600 Finances |
| Title | Purchases Budgeted |
| Number | 611 |
| Status | Active |
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| Last Revised | December 5, 2016 |
| Last Reviewed | December 5, 2016 |

Authority

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.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Business Manager.

All purchase order requests must be referred to the Business Manager 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 district.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

Written or telephonic price quotations may be requested from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than \$10,000. 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. The Business Manager or designee will have discretion in requesting quotes for materials costing less than \$10,000.

In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:

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 district requisition form that has the necessary approval.

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 district from established local merchants.

- Legal
- [1. 24 P.S. 751](#)
 - [2. 24 P.S. 807.1](#)
 - [3. 24 P.S. 609](#)
 - [24 P.S. 508](#)

Last Modified by Katharine Ege on January 12, 2017