



Section: FINANCES
Title: PURCHASES BUDGETED
Adopted: September 21, 1996
Revised: August 19, 2003
 June 17, 2008

	609. PURCHASES BUDGETED	
<p>1. Purpose</p> <p>2. Guidelines</p>	<p>It is the policy of the Joint Operating Committee 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 school.</p> <p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Administrative Director.</p> <p>All expenditures not otherwise specifically approved shall be presented by the Administrative Director to the Joint Operating Committee.</p> <p>The Administrative Director and Business Administrator will determine the procedures for purchase requisition approval. All purchase requisition requests will be referred to the Business Administrator 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 school.</p> <p>School officials must request three price quotations in writing or by telephone when the contemplated expenditure is between \$4,000 and \$10,000 (between \$4,000 and \$10,000 in cooperative purchases, Act 96 of 1990), and maintain a record of price requests for purchases between \$4,000 and \$10,000.</p> <p>The Joint Operating Committee authorizes the Administrative Director and his/her designee, subject to ratification by the Joint Operating Committee, to enter into on behalf of the CTC agreements and contracts which are consistent with all approved budgets. Approval of the expense (as part of the monthly bills for approval) will constitute Joint Operating Committee approval of the agreement or contract (or other documentation).</p> <p>In the interests of economy, fairness and efficiency in its business dealings, the Joint Operating Committee requires that items commonly used in the various shops or units thereof be standardized whenever possible, and opportunity be provided to as many responsible suppliers as possible to do business with the school. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.</p>	<p>SC 751</p>

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	<p>No purchase request will be honored unless made on a school approved requisition form that has the necessary approval.</p> <p>Upon the placement of a purchase order, the Business Administrator shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.</p> <p>State Contracts/Cooperative Purchasing Program</p> <p>When a State Contract/Cooperative Purchasing Program is in existence for supplies or equipment, purchasing under the State Contract/Cooperative Purchasing Program may be implemented in lieu of the quotation process.</p> <p>Mandate Waiver</p> <p>Upon PDE approval of mandate waiver applications to raise the threshold for obtaining quotations, the Joint Operating Committee will require quotations at the thresholds approved by PDE.</p> <p>The Joint Operating Committee recognizes its position as a major purchaser in this community, and while it is the intention of the Joint Operating Committee to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Joint Operating Committee prefers to purchase within the attendance area from established local merchants.</p>	<p style="text-align: right;">School Code 511, 609, 751, 801, 807.1</p> <p style="text-align: right;">Federal Statute Act 150 of 1981 Act 1 of 1982</p>