

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: November 16, 2006

REVISED: May 16, 2013
 February 20, 2014
 April 16, 2015
 February 16, 2017
 February 15, 2018
 February 20, 2020

CARLISLE AREA SCHOOL DISTRICT

611. PURCHASES BUDGETED

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 may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is over the bid limit established by law, in which case prior approval by the Board is required. [1] [2] [3]

All requests must be referred to the Purchasing Agent or Deputy Purchasing Agent, 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

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.

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 References:

1. 24 P.S. 751

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- 2. 24 P.S. 807.1
- 3. 24 P.S. 609
- 24 P.S. 508