

# HAMBURG AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: July 13, 2015

REVISED:

	611. PURCHASES BUDGETED
1. Authority SC 751, 807.1	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.
2. Delegation of Responsibility SC 609, 751, 807.1  SC 609, 751, 807.1	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 for more than the threshold bid amount applicable in the current year, in which case prior approval by the Board is required.  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.
3. Guidelines	<p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> <li>1. Items commonly used in the district schools and buildings be standardized whenever possible.</li> <li>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.</li> <li>3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.</li> </ol> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p>