

# NORTHERN LEBANON SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: May 12, 1987

REVISED: July 3, 1990

611. PURCHASES BUDGETED	
<p>1. Purpose SC 751</p>	<p>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.</p>
<p>2. Authority SC 807.1</p>	<p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Business Manager.</p> <p>All purchases of any nature whatsoever, which obligate the Board for payment, shall be made by a purchase order signed by a designated purchasing agent. The purchasing agent shall not sign a purchase order except on receipt of a requisition signed by the Superintendent and other authorized persons.</p>
<p>SC 511(e), 807.1 Act 38 of 1990</p>	<p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than \$10,000 (\$10,000 in cooperative purchases). 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.</p>
<p>3. Guidelines</p>	<p>The Board recognizes that the prudent expenditures of public funds for supplies and equipment is one of its major business responsibilities and retains the sole authority and responsibility for all purchase contracts of the district. To secure the items necessary to the operation and maintenance of the school as quickly as possible, the procurement function is delegated to the administration within the framework of the following basic policies.</p> <p><u>Basic Purchasing Policies</u></p> <p>All purchasing activities of the district shall be conducted within the legal limitations of the School Code and in accordance with policies set forth herein.</p>

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All requests for purchase of supplies, equipment and services shall be approved by the Superintendent before purchasing action takes places, except for the following:

1. Purchases specifically directed by the Board.
2. Purchases costing less than \$100 for supplies, equipment and services required for operation and maintenance of plant and equipment. - Such purchases may be approved by the Business Manager or Assistant to the Business Manager.
3. Purchases from authorized petty cash accounts - These purchases are subject to written approval by the immediate supervisor of the petty cash custodian. They are also subject to review and administrative control by the Superintendent.
4. Purchases of an emergency nature when deemed necessary by the principal, Business Manager, Food Services Manager or Supervisor of Maintenance and Custodial Services to protect the immediate health, safety or welfare of school personnel. - Such purchases will be reported to the Superintendent for his review and approval as soon as possible after the obligation has been incurred.
5. Routine purchases from public utilities where only a single source exists for such items as electricity, water, telephone, etc. Also, routine purchase of services and utilities from vendors under previously approved agreements and indefinite term contracts for items such as heating gas and garbage disposal service.
6. Routine purchases of petroleum products and vehicle-related services such as lubrication, washing and emergency repairs through authorized use of gasoline credit cards issued in the name of the school district.
7. Purchases from Student Activity Funds. - Such purchases will be approved by the Secondary Principal or Director of Elementary Education, as applicable.
8. Purchases from the Cafeteria Fund. - Such purchases will be approved by the Cafeteria Manager.

All purchase actions shall begin with a written requisition on a suitable form designed, specified and supplied by the district for that purpose, except for the following:

1. Petty cash purchases.
2. Routine purchases of electricity, water, telephone, etc., from a public utilities source.

3. Routine purchases of heating gas, garbage disposal service, etc. from vendors operating under previously approved agreements and indefinite-term contracts.
4. Authorized purchases through use of gasoline credit cards issued in the name of the district.
5. Purchases from the Cafeteria Fund.

The requisition form will be prepared and signed by the requisitioner. It will identify each item by word description, stock or model number if applicable, current cost and recommended source of supply.

Requisitions emanating from elementary school employees will be routed through the elementary principal, the Director of Elementary Education, and the Superintendent, for approval. Requisitions emanating from secondary school professional employees will be routed through their respective Department Chairman, the secondary principal and the Superintendent for approval.

Requisitions from other employees in the secondary school will be routed through the high school principal and the Superintendent for approval. Requisitions from custodial and maintenance employees will be routed through the Supervisor of Maintenance and Custodial Service, the Business Manager and the Superintendent for approval. Requisitions from business office employees will be routed through the Business Manager and the Superintendent for approval.

During any period of temporary absence or incapacitation of the Superintendent, a staff member designated by the Superintendent shall serve in his place for the approval of purchasing actions.

Except for purchases from the Cafeteria Fund and the Student Activities Funds, the Business Manager shall be the primary purchasing agent of the school district. The Assistant to Business Manager shall also be a purchasing agent, serving under the direct supervision of the Business Manager, and shall be vested with the same duties and responsibilities as the Business Manager in purchasing actions. In the temporary absence of both the Business Manager and the Assistant to Business Manager, the Superintendent shall serve as the purchasing agent for the district.

The high school principal shall be the primary purchasing agent for purchases chargeable to the High School Activity Fund. The assistant high school principal shall serve as alternate purchasing agent.

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The Director of Elementary Education shall be the primary purchasing agent for purchases chargeable to the Elementary Activity Fund. The elementary principal shall serve as alternate purchasing agent.

The Food Services Director shall be the purchasing agent for purchases chargeable to the Cafeteria Fund. The Head Cook (High School) shall serve as alternate purchasing agent in the temporary absence of the Food Services Director.

All purchase transactions, with exceptions noted above, shall be officially authorized by a written purchase order, signed by the purchasing agent and supported by a properly approved written requisition.

The Business Manager shall be responsible for establishing and periodically reviewing Administrative Purchasing Procedures as guides for budgetary control, the handling of requisitions and the processing of invoices.

Coordination and cooperation between the purchasing agent, faculty, and staff shall be maintained in order to operate efficiently and economically in procurement without detriment to the education program.

Programs should be developed for a systematic replacement of obsolete or old equipment. Disposal of obsolete and old equipment shall be the responsibility of the Business Manager.

Purchasing and accounting facilities shall be coordinated so as to maintain budgetary controls. Payments are to be made only after satisfactory goods and services are received.

Vendor sales representatives shall be discouraged from direct contacts in the school without prior arrangements with the appropriate principal or the Business Manager.

Physical and inventory controls shall be established and maintained as part of the purchasing function.

Through constant cooperation and study by the professional or technical personnel and the Business Manager, a continuing program of standardization of equipment and supplies shall be established in order to promote efficiencies in the purchase, storage, supply and maintenance programs.