EASTON AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: September 21, 2006

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	All purchases that are within budgetary limits may be made upon authorization of the Superintendent or designee.
SC 609, 751, 807.1	All purchase order requests must be referred to the 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.
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. 3. No purchase request will be honored unless made on a district requisition form that has the necessary approval. Upon placement of a purchase order, the Superintendent or designee shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations. 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.

	Board Contract Approvals
SC 427, 433, 508	Except as specified in this policy, all contracts where the amount involved exceeds $100 shall require approval of the Board, evidenced by the affirmative vote of a majority of all members of the Board, and all such contracts shall be signed by the Board President and Board Secretary, as required by law.
Pol. 612	The Board shall delegate to the Superintendent or designee the authority to approve/negotiate and sign, on behalf of the Board, contracts representing an immediate need and all contracts that do not require written quotations or bids, provided that all such executed contracts shall be placed on the next available Board agenda for ratification by the Board. A summary list of contracts dealt with by the Superintendent or designee will be provided to the Board no later than the nearest scheduled meeting following the Superintendent's or designee's actions.
Pol. 610	Should quotations or bids be required, the Superintendent or designee, along with the Board solicitor, will review the contract and place it on the next available Board agenda for approval by the Board.