

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: November 14, 2007

REVISED: December 15, 2010

611. PURCHASES BUDGETED	
<p>1. Purpose SC 751, 807.1</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 shall be made in a manner that ensures the best interests of the district.</p>
<p>2. Authority SC 609, 751, 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 Administrator.</p> <p>All purchase order requests must be referred to the Business Administrator or his/her designee 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 district. All purchase orders over \$15,200 shall include two (2) signatures, the Superintendent and Business Administrator whether bidding is required or not.</p>
<p>3. Guidelines</p>	<p>The Board recognizes its position as a major purchaser in the community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.</p>