

SECTION: FINANCES

UPPER BUCKS COUNTY TECHNICAL SCHOOL

TITLE: PURCHASES BUDGETED

ADOPTED: January 15, 2009

REVISED: May 16, 2013

611. PURCHASES BUDGETED	
1. Authority SC 751	It is the policy of the Joint Operating Committee 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 school.
2. Delegation of Responsibility SC 807.1 SC 609	All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Business Manager or designee. All purchase order requests must be referred to the Purchasing Agent, who shall check whether the proposed purchase is subject to bid, and whether sufficient funds exist.
3. Guidelines SC 511, 807.1	Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired when the contemplated expenditure is more than \$10,200 and less than \$18,900. 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. In the interests of economy, fairness and efficiency in its business dealings, the Joint Operating Committee requires that: <ol style="list-style-type: none"> 1. Items commonly used in the various programs be standardized whenever possible. 2. No purchase request will be honored unless made on a requisition form that has the necessary approval. <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 609, 751, 807.1</p>