

SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED:

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 and were originally contained within the budget may be made upon authorization of the Superintendent.
SC 609, 751, 807.1	All purchase order requests must be referred to the Business Manager/Board Secretary 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"> 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. <p>Upon placement of a purchase order, the Business Manager/Board Secretary shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations.</p>

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.

District Purchasing

Absolutely no purchasing **shall** be made in the district without a completed purchase order. The purchase order **shall** have the following signatures in place before any purchasing takes place:

1. Originator - person typing up the **purchase order**.
2. Building Administrator - person requesting the purchase.
3. Business Manager/**Board Secretary** - verifying funds are available.
4. Superintendent - approving/not approving the purchase.

All district purchasing (educational materials and supplies) **shall** take place before February 1st of each year for the operating fiscal year. There **shall** be no additional purchasing in the district after February 1st of each year unless it is an absolute emergency **and approved by** the Superintendent. All building administrators are to ensure that all required purchase orders are made out for encumbrance before February 1st of each year for the current operating fiscal year.