



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	FINANCES
TITLE:	PURCHASES BUDGETED
ADOPTED:	2/24/16
REVISED:	

611 - PURCHASES BUDGETED

Section 1. Authority

It is the policy of the Board that when funds are available for all purchases contemplated within the current budget and not subject to bid, these purchases shall be made in a manner that ensures the best interests of the District.

Section 2. Delegation of Responsibility

- a. All purchase requisitions must be referred to the Purchasing Manager or Purchasing Agent, who shall check whether the proposed purchase is subject to three quotes, a formal bid, or if material might be available elsewhere in the District. All contemplated purchases must adhere to the approved bid guidelines. Item(s) available through a cooperative purchasing agreement including, but not limited to: COSTARS, PEPPM, NJPA, or US Communities do not require Board approval.
- b. All purchase requisitions that are within budgetary limits and have sufficient funds may be made upon authorization of the Director of Finance or designee.

Section 3. Guidelines

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- a. Items commonly used in District schools and buildings be standardized whenever possible.
- b. 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.
- c. In general, all goods or services must be purchased with a purchase order or through the Financial Software System and approved by the Director of Finance. No goods or services shall be paid for unless proof of receipt is given to the Business Office.

SC 751, 807.1

SC 609, 751, 807.1
Pol. 002

SC 609, 751, 807.1

- d. All goods shall be checked as to the condition and quantity by an authorized employee of the District. Proper documentation of receiving records must be entered into the system before invoices are paid.

References:

School Code – 24 P.S. Sec. 508, 609, 751, 807.1

Board Policy – 002

Replaces Policy:

8400