

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 611
SECTION: FINANCES
TITLE: **PURCHASES BUDGETED**
DATE ADOPTED: NOVEMBER 1998
DATE LAST REVISED: JANUARY 2019

PURCHASES BUDGETED

AUTHORITY

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 school.

DELEGATION OF RESPONSIBILITY

All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Business Manager, unless the contemplated purchase exceeds \$2000 for a single offer or \$5000 for a purchase order, in which case prior approval of the Board is required.

All purchase order requests must be referred to the Business Manager, CEO, and administration that 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 school.

GUIDELINES

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

1. Items commonly used are standardized whenever possible.
2. Opportunity to do business with the school 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 school requisition and has the necessary approval.
4. Upon placement of a purchase order, the Business Office 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 school from established local merchants.

REFERENCES:

SC 511 (e), 807.1, SC 751, SC 807.1, SC 609