

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No.: 605

Section: Finances

# **POLICY GUIDE**

Title: PURCHASES BUDGETED

Adopted: 3/20/00

Revisions Adopted: \_\_\_\_\_

## **POLICY NO. 605**

### **PURCHASES BUDGETED**

#### **1. PURPOSE**

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

#### **2. AUTHORITY**

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Superintendent or the Business Manager, as appropriate. All purchase order requests for items related to the educational programs of the School District must be approved by the Building Principal, who shall then refer the purchase order to the Business Manager. All purchase order requests for items related to the School District's physical facilities (other than the cafeteria) must be approved by Supervisor of Buildings and Grounds, who shall then refer the purchase order to the Business Manager. All purchase order requests for items related to operation of the food service program must be approved by the Food Service Director, who shall then refer the purchase order to the Business Manager. As referred, Business Manager shall determine 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. Determinations as of the bidding requirements and/or the availability of sufficient unencumbered funds in the budget shall be subject to confirmation by the Business Manager.

### 3. GUIDELINES

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

- items commonly used in the various schools or units thereof be standardized whenever possible.
- opportunity be provided to as many responsible suppliers as possible to do business with the school district. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
- no purchase request will be honored unless made on a district approved requisition form that has the necessary approval.

The Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through wide-spread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.