

FAIRVIEW SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: June 20, 1994

REVISED: August 27, 2001

611. 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 shall be made in a manner that ensures the least cost to the school district.
2. Authority	The Superintendent shall establish and operate budget controls for all schools and departments. The budget shall be administered in conformity with legal requirements and the policies of the Board.
Pol. 610	<p>The administration shall purchase the necessary goods and services subject to budgetary constraints and legal bidding restrictions. The administration will develop a timeline for bidding requirements. In case of an emergency, it is understood that prudent action may be taken and the Board will be informed.</p> <p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Controller and Superintendent.</p>
Pol. 617	<p>Purchases up to five hundred dollars (\$500.00) can be let by authorized requisition. Purchases of five hundred dollars (\$500.00) or more must be accompanied by a purchase order. Purchases under twenty dollars (\$20.00) shall be handled through petty cash procedures or by authorized requisition. The petty cash custodian must authorize all purchases that are reimbursed through petty cash.</p> <p>The Controller is hereby designated as purchasing agent for the district and shall be authorized to issue purchase orders up to four thousand dollars (\$4,000.00) for supplies with prior Board approval.</p> <p>All purchase orders must be signed by the Superintendent or the Controller prior to being issued.</p>
SC 609	The Superintendent shall be responsible to check the legality of all expenditures and shall ascertain that all expenditures recommended for approval are legal expenditures.

<p>SC 609, 687(d)</p>	<ol style="list-style-type: none"> 2. Opportunity be provided to as many responsible suppliers as possible to do business with the school district. A list 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 approved requisition form that has the necessary approval. 4. Upon the placement of a purchase order, the Controller shall encumber the expenditures against a specific budget line item to guard against the creation of liabilities in excess of appropriations. 5. 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 widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants. <p>Local purchasing will be favored whenever the following factors are equal between local and non-local vendors:</p> <ol style="list-style-type: none"> 1. Quality of product. 2. Price. 3. Conformance of specifications. 4. General reputation of business firms. 5. Timeliness of delivery. <p>All services purchased shall be processed through a numbered service purchase contract.</p> <p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made in the last nine (9) months of the fiscal year by the Board if it is apparent that the necessary surplus funds do exist in another appropriation and if the procedures specified in the School Code are followed. This requires six (6) votes.</p>
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