

CHESTER COUNTY INTERMEDIATE UNIT 24

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: MARCH 16, 2011

REVISED: FEBRUARY 17, 2016

611. PURCHASES BUDGETED	
<p>1. Authority SC 751, 807.1, 964</p>	<p>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 Intermediate Unit.</p>
<p>2. Delegation of Responsibility SC 609, 807.1</p>	<p>All purchases that are within budgetary limits established in accordance with the Act of Nov. 3, 2011, P.L. 400, No. 97 may be made upon authorization of the designated administrator or appropriate program supervisor unless the contemplated purchase is for more than annually established threshold for required bidding provided by the Department of Labor and Industry as published in the Pennsylvania Bulletin, in which case prior approval by the Board is required.</p> <p>The executive director or his/her designee will annually adjust the threshold of the minimum dollar amount of purchases that needs to be approved by the board and inform the board of the new annual threshold.</p> <p>All purchase order requests must be referred to the designated administrator or program supervisor, who will forward the request to the Executive Director or designee.</p>
<p>SC 751, 807.1</p>	<p>The Executive Director or designee 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 Intermediate Unit.</p>
<p>3. Guidelines</p>	<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 Intermediate Unit be standardized whenever possible. 2. Opportunity to do business with the Intermediate Unit 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 an Intermediate Unit

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	<p>requisition form that has the necessary approval.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 609, 751, 807.1, 964</p>
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