

A. W. BEATTIE CAREER CENTER

SECTION: FINANCES
 TITLE: PURCHASES BUDGETED
 ADOPTED: June 15, 2000
 REVISED &
 APPROVED: August 17, 2017

611. PURCHASES BUDGETED	
1. Authority SC 751	It is the policy of the Joint Operating Committee 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.
2. Delegation of Responsibility SC 609, 751 807.1	All purchases that are within budgetary limits, and were originally contained within the budget, may be made upon authorization of the Executive Director or his/her designee. All purchase order requests must be referred to the Executive Director or his/her designee who 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.
SC 751	The purchase of furniture, equipment, textbooks, school supplies and other appliances to be purchased by the school, unless exempt by statute, will be subject to the Pennsylvania Department of Labor and Industry posted requirements for competitively sealed bids and written or telephone quotations. These guidelines also apply to contracts for construction, reconstruction, repairs, maintenance or work on any school building. All bills for purchases outlined above shall be placed on the monthly accounts payable listing for Joint Operating Committee approval.
SC 810	It shall be the responsibility of all employees of the school to maintain a relationship with vendors which shall be beyond reproach. All goods shall be checked as to condition and quantity by an authorized employee of the school before signing receipt or delivery slips covering such goods. Any shortages or damages shall be noted on the receipt of delivery slips and proper information communicated to the Business Office immediately.

Requisitions/Purchase Orders and Contracts

Before any purchases shall be made, the proper requisition form shall be completed and forwarded to the Executive Director or his/her designee for approval.

No goods or services shall be ordered or purchased unless a duly processed and approved purchase order is on file in the Business Office. Only such duly processed and approved purchase orders shall be recognized as official authorization to purchase. No goods or services shall be paid for unless proof of receipt of such goods or proof of performance of such services is on file in the Business Office.

This policy applies to all materials ordered by all departments. The staff member doing the purchasing or placing of the order will be held responsible for any charge for purchases not made according to established procedure.