



CENTRAL
INTERMEDIATE
UNIT

POLICIES

Date Approved: 5-25-82; 10-29-2002 Date Revised: Date Amended:	Supersedes Series No:
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TITLE: PURCHASES BUDGETED

POLICY:

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

All purchases that are within budgetary limits and were originally contemplated 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 program directors and the Executive Director who shall check as to 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.

All furniture, equipment, textbooks, school supplies and other appliances for the use of the Intermediate Unit, except those exempted under Sec. 807.1c of the Pa. Public School Code, costing ten thousand (\$10,000.00) or more shall be purchased by the Board only after due advertisement. All purchases that exceed four thousand (\$4,000.00), but are less than ten thousand dollars, require written or telephonic price quotations from at least three qualified and responsible vendors or in lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified vendors exist in the market area within which it is practicable to obtain quotations. A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the vendor and the vendors' representative, the supplies and the price of the supplies. Written price quotations shall be retained for three (3) years.

The CIU Board shall accept the bid of the lowest responsible bidder, but shall have the right to reject any and all bids or select a single item from any bid. The CIU Board delegates authority through the Executive Director to the Business Manager to purchase supplies costing less than four thousand (\$4,000.00) dollars. The CIU Board prohibits the evasion of advertising requirements by

making a series of purchases or contracts, each for less than the advertising requirement price, or by making several simultaneous purchases, each below said price.

In the interest of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in the various programs or units thereof be standardized whenever possible. No purchase request will be honored unless made on an Intermediate Unit approved requisition form that has the necessary approval. Upon the placement of a purchase order, the Business Manager shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

Legal Reference: SC 807.1

Procedures applicable to this Policy: