

Board of Education High Point Regional

FINANCES

PURCHASES BUDGETED

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid by statute or policy of this Board, be made in a manner that tends toward the insurance of maximum educational value for the district.

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Secretary/School Business Administrator.

The purchase order system to be fully operative and to serve as a means of budgetary control must be processed without exception from standard procedure. The purchase order system must be considered inviolate except in case of emergency, and then only after approval of the Superintendent or designated representative. Responsibility for any purchase or commitment for the disbursement of funds cannot otherwise be assumed by the Board of Education.

In interviews with salesmen, no one who is not a member of the business office shall commit himself, by implication or otherwise, on preference for any product, the District's source of supply for any product, or give any information regarding performance or price which might in any way embarrass the District or the Purchasing Department.

Information provided on the request for purchase furnishes the basis for preparing the purchase order. Purchase orders are written in triplicate with a copy each for the vendor, the vendee, and one copy for accounting files in the business office.

The vendee's copy must be signed and returned to the business office immediately upon receipt of goods or services. Any discrepancy in goods or services as indicated on the purchase order should be noted on the vendee's copy.

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The Secretary/School Business Administrator shall make a reasonable effort to receive in writing at least three quotations from independent sources for the supplies, equipment or services desired whenever possible, and when the contemplated expenditure is more than the amount specified by law and not made under a state contract. All quotations received shall be attached to and retained with a copy of the resulting purchase order.

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

- a. items commonly used in the various schools or units thereof be standardized whenever consistency with educational goals can be maintained.
- b. opportunity be provided to many suppliers to do business with the school district. To this end the responsible administrator shall develop and maintain lists of potential suppliers for various types of supplies, equipment, and services.
- c. the purchasing agent make alternate suggestions to the requisitioner if, in the agent's judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Upon the placement of a purchase order the Secretary shall commit the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:22-8

N.J.A.C. ~~6:29-2.1~~ 5:34-2.1; 5:34-2.2

Cross reference: Policy Guide No. 6450

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