

NORTHERN TIER CAREER CENTER

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: August 23, 2012

REVISED:

<p>1. Authority SC 751, 807.1</p> <p>2. Delegation of Responsibility SC 609, 807.1</p> <p>SC 751, 807.1</p> <p>3. Guidelines</p>	<p style="text-align: center;">611. PURCHASES BUDGETED</p> <p>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 center.</p> <p>All purchases that are within budgetary limits may be made upon authorization of the Business Administrator, Joint Operating Committee Secretary, and/or Administrative Director, unless the contemplated purchase is for more than \$10,000, in which case prior approval by the Joint Operating Committee is required.</p> <p>All purchase order requests must be referred to the Administrative Director, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist; and whether the material might be available elsewhere in the center.</p> <p>In the interests of economy, fairness and efficiency in its business dealings, the Joint Operating Committee requires that:</p> <ol style="list-style-type: none"> 1. Items commonly used in the center programs be standardized whenever possible. 2. Opportunity to do business with the center 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 a requisition form that has the necessary approval. <p>Upon placement of a purchase order, the Business Administrator shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 609, 751, 807.1, 1850.1</p>
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