

# MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: May 23,1995

REVISED:

611. PURCHASES BUDGETED	
<p>1. Purpose SC 751</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 be made in a manner that ensures the best interests of the district.</p>
<p>2. Authority SC 511 (e), 807.1 Act 38 of 1990</p>	<p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than \$10,000 (\$10,000 in cooperative purchases). A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.</p>
<p>3. Guidelines</p>	<p>Proposed expenditures shall be budgeted under, and actual expenditures shall be charged against, those categories which most accurately describe the purposes for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several categories which most accurately describe the purposes for which such monies are to be or have been spent.</p>
<p>Pol. 617</p>	<p>Every purchase made on behalf of the Manheim Central School District shall be made by formal purchase order, issued by authority of the responsible administrative officer except purchases made under provision of petty cash regulations.</p> <p>Each purchase order should be supported by a requisition, and all purchases shall be governed by the budget.</p>