

# BALDWIN- WHITEHALL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: APRIL 12, 2006

EFFECTIVE: JULY 1, 2006

REVISED:

611. PURCHASES BUDGETED	
<p>1. Authority SC 751, 807.1</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 shall be made in a manner that ensures the best interests of the district.</p>
<p>2. Delegation of Responsibility</p>	<p>All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent.</p> <p>The Business Manager is designated and authorized to perform the duties and functions of the district purchasing agent whenever and to the extent that such appointment is authorized by law. This authority shall include the award of contracts for construction and repair of land and buildings to the extent authorized by law.</p>
<p>SC 609, 751, 807.1</p>	<p>All purchase order requests must be referred to the Purchasing Agent, 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 district.</p>
<p>3. Guidelines</p>	<p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> <li>1. Items commonly used in the various schools and buildings be standardized whenever possible.</li> <li>2. Opportunity to do business with the district 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.</li> <li>3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.</li> </ol> <p>The Board recognizes its position as a major purchaser in the community. While it is the Board's intent to purchase quality materials and supplies at the lowest possible cost through open competition, if all other considerations are equal the Board prefers to purchase within the district from established local merchants.</p>