

Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
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Authority

It is the policy of the Board of School Directors ("Board") of Springfield School District ("District") 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. [\[1\]\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Executive Director of Operations.

All purchase order requests must be referred to the building principal 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 District. [\[3\]\[1\]\[2\]](#)

Written, electronic (fax or Internet) 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 the thresholds approved by Act 97 of 2011 in the School Code. A written record shall be made of these quotations and shall contain the date of the quotation, name of contractor, contractor's representative and 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.

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

1. Items commonly used in the various schools or units thereof be standardized whenever possible.
2. Opportunity be provided to as many responsible suppliers as possible to do business with the school districts. 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 District approved requisition form that has the necessary approval.
4. The payment of standard routine bills as listed in the "Guidelines on Payment of Bills" shall be administered at the direction of the Executive Director of Operations. This activity may take place prior to an approving Board meeting, provided that the bill due date is prior to that Board

meeting. Payments will be justified and approved at the first Board meeting following the payment.

Upon placement of a purchase order, the Executive Director of Operations shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

DISCLAIMERS:

This policy is superseded by all current federal and state laws and mandates.

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- Legal
1. 24 P.S. 751
 2. 24 P.S. 807.1
 3. 24 P.S. 609
- 24 P.S. 508