

ARTS ACADEMY ELEMENTARY CHARTER SCHOOL

Board Policy

CATEGORY: Fiscal

POLICY NUMBER: 206

TITLE: Budgeted Purchases

ADOPTED: August 18, 2018

REVISED: January 23, 2020

<p>Public School Code (24 P. S. §§ 1-120, 7-751 and 8-807.1)</p>	<p>Authority:</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 school.</p> <p>Delegation of Responsibility:</p> <p>If authorized by the current budget, the Business Manager is authorized to spend up to \$10,000 on a single transaction for the purchase of supplies, materials, instructional aids, educational software, books, transportation and/or tickets for special events. Purchase orders will be executed with the signature of the Chief Executive Officer and the Business Manager. The Chief Executive Officer’s signature indicates that the expenditure is consistent with the instructional needs of the school and consistent with the guidelines established by the Board of Trustees. Approval of the expenditure by the Business Manager indicates that funds are available in the budget of the school.</p> <p>Expenditures in excess of \$10,900 up to \$20,100 will only be permitted when sufficient funds remain in the budget and after three (3) quotations from independent vendors have been obtained. Such expenditures are authorized by the Board of Trustees and will require that a summary of such expenditures, the names of the vendor, the amount of the purchase and the purpose of the purchase be submitted to the Board of Trustees at each monthly meeting for ratification.</p> <p>Expenditures in excess of \$20,100 will require prior approval of the Board of Trustees and a public solicitation of bids and/or use of government contracts to ensure competition and advertising where appropriate.</p>
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Guidelines:

All quotations received must be placed in writing and will be attached to and retained with the resulting purchase order or contract. The purchase or contract shall be awarded on the basis of either the lowest responsible quotation received, or which quotation is most advantageous to the school with price and other factors considered. However, if the contracting agent deems it impractical to solicit competitive quotations in the case of extraordinary unspecifiable service, or having sought such quotations determines that it should not be awarded on the basis of the lowest quotation received, the contracting agent shall file a statement of explanation of the reason or reason therefore, which shall be placed on file with said purchase order, contract or agreement.

When a purchase order is placed or a contract is entered in to, the Business Manager shall commit the expenditure against a specific budget line item in order to guard against the creation of liabilities in excess of appropriations.

The Board shall refrain from doing business with any vendor who does not adhere to the principles of non-discriminatory employment practices, or with any vendor that would violate the terms of the Board of Trustees' conflict of interest policy.

References:

School Code – 24 P.S. Sec. 807.1