

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: February 26, 2008

REVISED: February 25, 2014

611. PURCHASES BUDGETED	
<p>1. Authority SC 751</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>2. Delegation of Responsibility SC 807.1</p> <p>SC 609</p>	<p>All purchases that are within budgetary limits may be made upon authorization of the Business Manager.</p> <p>All purchase order requests must be referred to the Purchasing Agent, who shall check whether the proposed purchase is subject to bid, and whether sufficient funds exist.</p>
<p>3. Guidelines SC 511, 807.1</p>	<p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired when the contemplated expenditure is less than \$10,000. 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>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 various 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.

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References:

School Code – 24 P.S. Sec. 511, 609, 751, 807.1