

York Adams Academy

Title: Purchases Budgeted

Number: 611

Status: Active

Legal References

24 P.S. 508

24 P.S. 609

24 P.S. 751

24 P.S. 807.1

Pol. 612

Pol. 625

Authority

It is the policy of the Joint Board of Directors (“Board”) of the York Adams Academy (“Academy”) 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 Academy.

The Board authorizes the Superintendent of Record, as purchasing agent for the Academy, to purchase supplies in accordance with the bid thresholds in the law, as published annually.

Delegation of Responsibility

Purchases shall be made by a purchase order signed by the Superintendent of Record or designee.

The Superintendent of Record or designee 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 Academy.

Guidelines

The Academy shall utilize prescribed, computerized purchase order forms or may utilize Academy procurement cards in accordance with Board Policy 625.

Items, which are purchased on approval, shall utilize a fully executed purchase order, clearly marked as approved. Whenever possible, the full text of the terms and conditions of the approval should be attached to the purchase order. Items ordered on approval which are returned must be approved by the administrator in charge of that budget category, and will be returned in a manner, which provides documentation of the transaction.

Employees who order or accept items on approval without Academy authorization by purchase order accept personal liability for the goods and services until a purchase order is fully executed. In the event that funds are not available in the account or that for some reason the purchase order

is not approved, the individual employee has made a purchase and accepted the obligation to pay.

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

1. Items commonly used in the Academy schools and buildings be standardized whenever possible.
2. Opportunity to do business with the Academy 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.

Any purchases made on an emergency basis shall be in accordance with applicable Board policy.