

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: FINANCES
Title: PURCHASES BUDGETED
Date Adopted: August 17, 1981
Date Last Revised: August 18, 2003

611. PURCHASES BUDGETED

- .1 It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interest of the district.
- .2 All purchases that are within budgetary limits may be made upon authorization of the Business Administrator.
- .3 In the interests of economy, fairness and efficiency in its business dealings, the Board requires that
 - .31 no purchase request will be honored unless made on a district approved requisition form that has the necessary approval.
 - .32 The Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.