

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: FINANCES
TITLE: PURCHASES BUDGETED
ADOPTED: NOVEMBER 20, 2002
REVISED: FEBRUARY 24, 2016**

611. Purchases Budgeted													
1. Authority SC 964	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 intermediate unit.												
2. Delegation of Responsibility SC 807.1 SC 609	All purchases that are within budgetary limits, and were originally contained within the budget, may be made upon authorization of the Business Manager. All purchase order requests must be referred to the Business Manager who 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 intermediate unit.												
3. Guidelines SC 511, 807.1	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 \$18,500. A written record shall be made of these quotations and shall contain the date of the quotation; name of 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. The following procedure is for the use of purchase orders in the purchasing of materials and supplies:												
	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Dollar amount</u></th> <th style="text-align: left;"><u>Form Required</u></th> <th style="text-align: left;"><u>Signature required</u></th> </tr> </thead> <tbody> <tr> <td><i>0-249.00</i></td> <td><i>requisition</i></td> <td><i>program director, bus.mgr.</i></td> </tr> <tr> <td><i>250.00 – 999.99</i></td> <td><i>requisition, purchase order</i></td> <td><i>program director, bus. mgr.</i></td> </tr> <tr> <td><i>1,000 and up</i></td> <td><i>requisition, purchase order</i></td> <td><i>prog. dir., bus. mgr, exec. dir.</i></td> </tr> </tbody> </table>	<u>Dollar amount</u>	<u>Form Required</u>	<u>Signature required</u>	<i>0-249.00</i>	<i>requisition</i>	<i>program director, bus.mgr.</i>	<i>250.00 – 999.99</i>	<i>requisition, purchase order</i>	<i>program director, bus. mgr.</i>	<i>1,000 and up</i>	<i>requisition, purchase order</i>	<i>prog. dir., bus. mgr, exec. dir.</i>
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