



SECTION: FINANCE

POLICY: 610.1

**TITLE: PURCHASING SUPPLIES,
EQUIPMENT AND SERVICES**

ADOPTED: February 11, 2013

REVISED: June 8, 2020

LAST REVIEWED:

I. PURPOSE

It will be the policy of the Wissahickon School District that all purchases shall be made in compliance with Federal, State and Local laws.

II. DEFINITIONS

NONE

III. POLICY

A. Statement of Philosophy

- a. The business of the Wissahickon School District is EDUCATION.
- b. The purpose of the business office is to support the educational goals of the district. One way of accomplishing this purpose is by obtaining goods and services at the lowest possible price consistent with the educational standards and objectives of the school system. Materials and services must be provided in sufficient quantity and quality to effectively carry out the instructional mission of the schools.
- c. A clear understanding of the mission of the business office will further the administrative and educational goals of the school district. The purpose of this manual is to formalize business procedures governing the procurement, issuance, and delivery of all supplies and services required in the operation of the school district.
- d. The Board of School Directors declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.
- e. The acquisition of service, equipment and supplies is centralized in the purchasing department which functions under the supervision of a person designated by the board as purchasing agent, and through whose office all purchasing transactions are conducted.

B. Processing for Purchasing Supplies, Equipment and Services

Supplies Equipment and Services

\$0 - \$9,999.99 Prepare purchase order in accordance with Board policies and the Pennsylvania School Code of 1949.

Supplies Equipment and Services

\$10,000 - \$18,499.99 secure three written or telephonic quotations and attach to purchase order then process in accordance with Board policies and the Pennsylvania School Code of 1949.

Supplies and Equipment

\$18,500 and above Must be formally bid or purchased through cooperative government agency bid in accordance with Board policies and the Pennsylvania School Code of 1949.

Professional Services

\$10,000 and above In excess of \$10,000, the Board shall be notified of the need for such services, and if it so desires shall direct that three (3) written quotations be obtained and submitted to the Board before implementation in accordance with Board policies and the Pennsylvania School Code of 1949. If at any time during the term of a contract or while professional services are being performed revised estimates of the cost for professional services originally estimated to cost less than \$10,000 indicate that the cost for such services will equal or exceed \$10,000 than documentation will be immediately forwarded to the Board and the Board if it so desires may direct the administration to solicit three (3) written quotations and submit the same to the Board prior to implementation or continuation of the services.

C. Efficiency Purchasing

- a. Persons involved in requisitioning materials for use in the school district should be concerned with economizing in purchasing to keep costs as low as possible. An important criterion must be applied to all purchases, namely, how to secure the best quality of materials at the lowest cost. Purchasing on the basis of cost alone is not necessarily practicing efficiency and economy. This may, in fact, constitute a greater expense in the long run in terms of poor durability and, more importantly, limited instructional usefulness. Purchasing must be done to maintain balance between the technical aspects of a sound business operation and the function of a solid educational program.

D. Disclaimer

- a. No employee of the school district may obligate the Board of School Directors for the purchase of goods or services without going through the process as specified herein. No purchase order shall be deemed valid unless signed by the Assistant Business Administrator, serving as the District purchasing agent, and no contract is valid unless it is signed by the Board Secretary.

E. Work Performed by District Maintenance Personnel

- a. The Board of School Directors may authorize school district maintenance personnel to perform construction, reconstruction, repair or work having a total cost of less than \$10,000.

IV. DELEGATION OF AUTHORITY

NONE

V. REFERENCES

NONE