

# CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: September 8, 2014

REVISED:

| 611. PURCHASES BUDGETED                                      |  |
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| <p>1. Purpose<br/>SC 751</p>                                 | <p>It is the policy of the Capital Area School for the Arts Charter School that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner than ensures the best interests of the school.</p>  |
| <p>2. Responsibility<br/>SC807.1<br/><br/>SC 609</p>         | <p>All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Purchasing and Receiving Agent with the appropriate approvals of the Board Treasurer and Principal.</p> <p>All purchase order requests must be referred to the principal who shall check as to 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 school.</p> <p>Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than \$10,000 (\$10,000 in cooperative purchases). 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>3. Guidelines</p>   | <p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:</p> <ol style="list-style-type: none"> <li>1. Items commonly used in the school be standardized whenever possible.</li> <li>2. Opportunity be provided to as many responsible suppliers as possible to do business with the school. Lists of potential supplies for various types of supplies, equipment and services will be developed and maintained.</li> <li>3. No purchase request will be honored unless made on a school approved requisition form that has the necessary approval.</li> </ol>   |
| <p>Federal Statute<br/>Act 150 of 1981<br/>Act 1 of 1982</p> |  |

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