

PURCHASES BUDGETED

The Board of Education directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The Superintendent shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated in the areas of basic school supplies and equipment, including instructional supplies, general supplies, textbooks, library books and workbooks, and operational materials and supplies. The purchases of major pieces of equipment and the authorization to proceed with major maintenance or capital projects must be approved by the Board.

No purchase order may be placed until the Assistant Superintendent for Business/Board Secretary has determined whether the proposed purchase is subject to bid, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services, other than professional services, is twenty percent or more of the bid threshold established in accordance with law and is not made under a state contract, the Assistant Superintendent for Business/Board Secretary shall, whenever practicable, solicit at least three written quotations from independent vendors. All quotations received will be attached to and retained with a copy of the resulting purchase order or contract. The purchase, or contract, may be awarded on the basis of the lowest responsible quotation received, or to the vendor who submits the quotation most advantageous to the Board on the basis of price and other factors. If it is determined that it is impractical to seek quotations for an extraordinary, N.J.S.A service, or that the purchase or contract for which quotations were sought should not be awarded on the basis of the lowest quotation received, the reasons for that determination will be set forth in writing and attached to the resulting purchase order or contract.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the Assistant Superintendent for Business/Board Secretary shall commit the expenditure against a specific budget line item, or project category, in order to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:22-8
N.J.A.C. 6:20-8.1

PURCHASES BUDGETED (Continued)

Legal References:

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| <u>N.J.S.A.</u> 10:5-1 <u>et seq.</u> | Law Against Discrimination |
| <u>See particularly:</u> | |
| <u>N.J.S.A.</u> 10:5-31 through -35 | |
| <u>N.J.S.A.</u> 18A:18A-1 <u>et seq.</u> | Public Schools Contracts Law |
| <u>N.J.S.A.</u> 18A:19-1 <u>et seq.</u> | Expenditure of Funds; Audit and Payment of Claims |
| <u>N.J.A.C.</u> 6:4-1.6(c) | Employment/contract practices |
| <u>N.J.A.C.</u> 6:8-4.1 | Review of mandated programs and services |
| <u>N.J.A.C.</u> 6A:23-1.2 | Definitions |
| <u>N.J.A.C.</u> 6A:23-2.6 | Supplies and equipment |
| <u>N.J.A.C.</u> 6A:23-6.1 <u>et seq.</u> | Purchase and Loan of Textbooks |
| <u>N.J.A.C.</u> 6A:23-7.1 <u>et seq.</u> | Management of Public School Contracts |
| <u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u> | Contracting for Transportation Services |
| <u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u> | Evaluation of the Performance of School District |
| 20 <u>U.S.C.A.</u> 1681 <u>et seq.</u> - | Title IX of the Education Amendments of 1972 |
| 42 <u>U.S.C.A.</u> 2000e <u>et seq.</u> - | Title VII of the Civil Rights Act of 1964 as amended by The Equal Employment Opportunities Act of 1972 |
| 29 <u>U.S.C.A.</u> 794 <u>et seq.</u> - | Section 504 of the Rehabilitation Act of 1973 |

Manual for the Evaluation of Local School Districts (August 2000)

Possible Cross References:

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| *2224 | Nondiscrimination/affirmative action |
| 3300 | Expenditures/expending authority |
| *3326 | Payment for goods and services |
| *3327 | Relations with vendors |
| *3570 | District records and reports |
| 3571 | Financial reports |

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