

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: October 21, 2004

REVISED: September 21, 2006

611. PURCHASES BUDGETED	
<p>1. Authority SC 751</p>	<p>It is the policy of the Joint Operating Committee 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 school.</p>
<p>2. Delegation of Responsibility SC 807.1</p> <p>SC 609</p>	<p>All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Administrative Director.</p> <p>All purchase order requests must be referred to the Administrative Director or designee, who shall check whether the proposed purchase is subject to bid, whether sufficient funds exist, and if the material is available elsewhere in the school.</p>
<p>3. Guidelines SC 511, 807.1</p>	<p>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 \$10,000. 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>School Code 511, 609, 751, 807.1</p>	