

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 600 Finances

TITLE: Purchases Budgeted

ADOPTED: April 27, 1981

REVISED: December 14,

2017

611 PURCHASES BUDGETED

Authority

It is the policy of the School Reform Commission 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 district.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent unless the contemplated purchase is for more than \$25,000, in which case prior approval from the SRC is required.[\[4\]](#)[\[5\]](#)

All purchase requests must be referred to the Purchasing Agent, 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 district.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Guidelines

In the interests of economy, fairness and efficiency in its business dealings, the SRC requires that:

1. Items commonly used in the district schools or units thereof be standardized whenever possible.
2. Equal opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and professional services will be developed and maintained.
3. No purchase request will be honored unless made on a district approved requisition form that has the necessary approval.

Upon placement of a purchase order, the Purchasing Agent shall encumber the expenditure against a specific budget line item to guard against creation of liabilities in excess of appropriations.

Legal References:

1. 24 P.S. 696
2. 24 P.S. 751
3. 24 P.S. 807.1
4. 24 P.S. 2126
5. 24 P.S. 609

Related Information:

Philadelphia Home Rule Charter - 12-303