

4100 CONTRACTS AND PURCHASING**4105 SUPPLIES**

Except as set forth below, the acquisition of all furniture, equipment, textbooks, school supplies and other appliances for the use of the District shall be purchased by contract or purchase order approved by the Board. The previous sentence notwithstanding, the Board hereby delegates to the Superintendent or his/her designee the authority to purchase supplies costing less than ~~\$15,500~~ **\$18,500**. Purchases for amounts less than ~~\$15,500~~ **\$18,500** but more than ~~\$4,000~~ **\$10,000** shall be made by the Superintendent or his/her designee only after obtaining written or telephonic price quotations from at least three qualified and responsible vendors as set forth in the School Code.

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.

The expenditures made pursuant to this policy section need not be separately approved by the Board, it instead being the intention of the Board to vest in the Superintendent or his/her designee the authority to expend funds for the purposes set forth herein. The Superintendent shall from time to time establish procedures for the implementation of this policy, and upon request by the Board, the Superintendent shall report to the Board details and information concerning acquisitions made pursuant to this policy.

The authority delegated to the Superintendent pursuant to this policy is limited to the restrictions of the annual budget adopted by the Board. The Superintendent shall have no authority to authorize the expenditure of any funds not allocated for in the budget.

Legal Reference – 24 P.S. §8-807.1, as amended.

XXX/xxx