

**4100 CONTRACTS AND PURCHASING****4105 ~~Supplies~~ Furniture, equipment, textbooks, school supplies and other appliances**

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 in compliance with 24 P.S. §8-807.1. The previous sentence notwithstanding, the Board hereby ~~delegates to~~ **appoints** the Superintendent or his/her designee **as the purchasing agent for the District** with the authority to purchase ~~supplies~~ **furniture, equipment, textbooks, school supplies and other appliances** costing less than \$20,100. Purchases for amounts less than \$20,100 but more than \$10,900 shall be made by the ~~Superintendent or his/her designee~~ **purchasing agent** only after obtaining written or telephonic price quotations from at least three qualified and responsible pursuant to the requirements set forth at 24 P.S. §8-807.1. The dollar thresholds referenced herein shall automatically be modified pursuant to 24 P.S. §8-807.1 and the consumer price index set forth at 24 P.S. § 1-120 without the need to amend this Policy.

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~~ **purchasing agent** the authority to expend funds for the purposes set forth herein. The Superintendent may from time to time establish procedures for the implementation of this policy, and upon request by the Board, the Superintendent **and/or purchasing agent** shall report to the Board details and information concerning acquisitions made pursuant to this policy.

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

**If the Superintendent designates someone other than himself/herself as the District's purchasing agent, the Superintendent shall identify the purchasing agent in writing.**

**Purchases made by the purchasing agent pursuant to this Policy may also be made through a legally compliant cooperative purchasing program.**

**If federal grant funds are utilized for a purchase, the purchasing agent must comply with the District's federal procurement policy (Policy 4112) and any associated administrative procedures.**

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2	Adoption Date	- September 13, 1999
3	Revised	- November 8, 2004; February 10, 2014,
4		October 29, 2018 (Thresholds); <b>September 9, 2019</b>
5	Reviewed	-
6	Legal Reference	- 24 P.S. §8-807.1, 24 P.S. § 1-120
7	Cross Reference	- <b>Policy 4112 &amp; 4125</b>