

POLICY

BOARD OF EDUCATION BAYONNE

FINANCES

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PURCHASES BUDGETED

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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 School Business Administrator shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated.

No purchase order may be placed until the School Business Administrator 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. All budget purchases shall be in accordance with law and the regulations of the State Department of Education.

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.

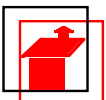
When a purchase order is placed or a contract entered, the School Business Administrator shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

N.J.S.A. 18A:18A-1 et seq.; 18A:22-8

N.J.A.C. 5:34-2.1; 5:34-2.2

Adopted: 28 July 1997

Revised: 23 March 2004



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