

6320 PURCHASES SUBJECT TO BID

The laws of the State and the interest of the community demand fiscal responsibility by the Board of Education in the operation of the school district. Appropriate controls are hereby adopted to insure that public moneys are not disbursed in amounts in excess of the funds provided to this district.

When funds are not available for a proposed appropriation, a legal transfer from one line account to another within major accounts may be made by the Board if it is apparent that the necessary surplus funds do exist in another line account, and it can be demonstrated the proposed expenditure would be educationally warranted in the current fiscal year.

Under normal conditions, proposed purchases that would exceed the line amount appropriated or were not contemplated in the budget as adopted (provided a sufficient amount is available in the budget for transfer by the Board to cover the purchase) may be placed following the Board's normal policy by the Assistant Superintendent for Business/Board Secretary if the amount does not exceed the quotation threshold as prescribed by State law. Purchases in excess of that amount require prior Board approval.

In the event of an emergency (which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten the continuance of existing school classes), a purchase order may be authorized by the Superintendent, Board Committee for Buildings and Grounds, and Assistant Superintendent for Business/Board Secretary. It is not intended by this policy that "emergencies" be permitted to occur as a result of inadequate planning, delay, etc.

When budgeted funds are allocated on a building basis, the total amount so budgeted may not be exceeded without prior approval as noted above, but the amount budgeted to each line item for a building may be exceeded if a like amount is deleted from another line item of that building by the authority of the Superintendent.

Any expenditure in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting with a recommendation of funds to be transferred to cover said purchase.

N.J.S.A. 18A:18A-1 et seq.
N.J.A.C. 6A:23A-5.4; 6A:27-9.1 et seq.

Adopted: 03 January 2013

