

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

FINANCES  
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Purchases Budgeted

6421 PURCHASES BUDGETED

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 Purchasing Agent, who shall be appointed by the Board, 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 Purchasing Agent 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.

For all contracts that in the aggregate are less than the bid threshold but 15% or more of that amount, and for those contracts that are subject matter enumerated in N.J.S.A. 18A: 18A-5a, except for professional services and work by employees of the Board, the Purchasing Agent shall award the contract after soliciting at least two competitive quotations, if practicable. The award will be made to a vendor whose response is most advantageous, price and other factors considered. The Purchasing Agent shall retain the record of the quotation solicitation and shall include a copy of the record with the voucher used to pay the vendor.

A contract for extraordinary unspecifiable services in excess of the bid threshold may be awarded when the Purchasing Agent has determined in writing that solicitation of competitive quotations is impracticable and after having made a documented effort to secure competitive quotations. Any such contract shall be awarded by resolution of the Board.

If authorized by Board resolution, all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the Purchasing Agent without soliciting competitive quotations.

Whenever two or more responses to a request of a purchasing agent offer equal prices and are the lowest responsible bids or proposals, the Board may award the contract to the vendor whose response, in the discretion of the Board, is the most advantageous, price and other factors considered. In such a case, the award resolution or purchase order documentation shall explain why the vendor selected is most advantageous.

When a purchase order is placed or a contract entered, the Purchasing Agent 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.6:20-8.1

N.J.S.A. 18:18A-37

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

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