



SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED:

REVISED:

<p>1. Authority SC 751, 807.1</p> <p>2. Delegation of Responsibility SC 609, 751, 807.1</p> <p>SC 609, 751, 807.1</p>	<p style="text-align: center;">611. PURCHASES BUDGETED</p> <p>It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.</p> <p>All purchases that are within budgetary limits may be made upon authorization of the Director of Administrative Services, Purchasing Agent, Business Manager Director of Business Affairs, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$18,500, in which case prior approval by the Board is required.</p> <p>All purchase order requests must be referred to the</p> <p style="padding-left: 40px;">{ } Purchasing Agent, Director of Administrative Services</p> <p style="padding-left: 40px;">{ } department head, Director of Business Affairs</p> <p style="padding-left: 40px;">{ X } building principal,</p> <p style="padding-left: 40px;">{ X } Superintendent,</p> <p>who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p> <p>PSBA Revision 7/12</p>
---	--

611. PURCHASES BUDGETED - Pg. 2