

Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	First Reading
Legal	<a href="#">1. 24 P.S. 751</a> <a href="#">2. 24 P.S. 807.1</a> <a href="#">3. 24 P.S. 609</a> <a href="#">24 P.S. 508</a>
Last Reviewed	August 14, 2023

### **Authority**

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.  
[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

All purchases that are within budgetary limits may be made upon authorization of the Business Manager and/or Superintendent unless the contemplated purchase exceeds the annually adjusted base amount (Policy 610), in which case prior approval by the Board is required.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the **Business Manager** 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Guidelines**

**No purchase request will be honored unless made on a district-approved purchase order that has the necessary approval.**

**Upon placement of a purchase order, the Business Office shall encumber the expenditure against a specific budget line to prevent liabilities in excess of appropriations.**