



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	Active
Adopted	March 7, 2022

### **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**

The Business Manager shall serve as Purchasing Agent for the district and shall be responsible for developing and administering the district's purchasing program. [\[1\]\[2\]\[3\]](#)

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, unless the contemplated purchase is for more than \$10,000, in which case prior approval by the Board is required.

All purchase order requests must be referred to the Purchasing Agent, 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**

Items commonly used in district schools and buildings shall be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

Opportunity shall be provided to all responsible suppliers to do business with the district. To this end, the Purchasing Agent shall develop and maintain lists of potential suppliers for the various types of materials, equipment and supplies.

Legal	1. 24 P.S. 751
	2. 24 P.S. 807.1
	3. 24 P.S. 609
	24 P.S. 508