

# Williamsburg Community School District

## Policy Guide

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: 10/16/12

REVISED:

<p>1. Authority SC 751, 807.1</p> <p>2. Delegation of Responsibility SC 609, <b>751</b>, 807.1</p> <p>SC 609, 751, 807.1</p>	<p style="text-align: center;"><b>611. PURCHASES BUDGETED</b></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 Business Manager, and/or Superintendent, unless the contemplated purchase is for more than <b>\$18,500</b>, in which case prior approval by the Board is required.</p> <p>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.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 508, 609, 751, 807.1</p> <p><b>PSBA Revision 7/12</b></p>
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