

FOX CHAPEL AREA SCHOOL DISTRICT

Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	Active
Adopted	May 10, 2010
Last Revised	April 7, 2026
Prior Revised Dates	6/10/2024, 4/14/2025

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 Director of Finance, Board Secretary, Superintendent and/or purchasing agent, unless the contemplated purchase is for more than \$24,500, in which case prior approval by the Board is required.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the Purchasing Agent or designee, 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Legal

- [1. 24 P.S. 751](#)
- [2. 24 P.S. 807.1](#)
- [3. 24 P.S. 609](#)
- [24 P.S. 508](#)