

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: July 11, 2011

REVISED:

| 611. PURCHASES BUDGETED | |
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| 1. Authority SC 751, 807.1 | It is the policy of the Joint Operating Committee 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 school. |
| 2. Delegation of Responsibility SC 609, 807.1 | All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Director or his/her designee. |
| SC 751, 807.1 | All purchase order requests must be referred to the Director or his/her 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 in the school. |
| School Code 609, 751, 807.1, 1850.1 | |