

Policy Guide



Policy No. 611

Section FINANCES

Title PURCHASES BUDGETED

Adopted AUGUST 21, 1989

Last Revised FEBRUARY 18, 2025

POLICY NO. 611 PURCHASES BUDGETED		
Section 1	<p><u>Authority</u></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, be made in a manner that ensures the best interests of the District.</p>	SC 751, 807.1
Section 2	<p><u>Delegation of Responsibility</u></p> <p>All purchases that are within budgetary limits may be made upon authorization of the Assistant to the Superintendent for Operations, unless the contemplated purchase is more than or equal to the base amount for competitive bidding [\$23,800]¹, in which case prior approval by the Board is required.</p> <p>All purchase order requests must be referred to the Assistant to the Superintendent for Operations 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>SC 609, 751, 807.1</p> <p>SC 609, 751, 807.1</p>

	<p style="text-align: center;">POLICY NO. 611 PURCHASES BUDGETED</p> <p>Previously Revised: March 19, 2001</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 609, 751, 807.1</p> <p>Notes:</p> <p>[]¹ Indicates the values for 2025</p> <p>The Department of Labor and Industry will publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.</p>	
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