

Policy No. 611

Section FINANCES

Title PURCHASES BUDGETED

Adopted AUGUST 21, 1989

Revised MARCH 19, 2001

Policy Guide

POLICY NO. 611 PURCHASES BUDGETED		
1. Purpose	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.	SC 751
2. Authority	All purchases that are within budgetary limits, and were originally contemplated within the budget, may be made upon authorization of the Assistant to the Superintendent for Operations with the approval of the Superintendent and Board. All purchases are to be made in accordance with the District's purchasing requirements manual.	SC 807.1
3. Guidelines	<p>Confirming purchase orders shall be limited only to emergency situations and must be preapproved by the Assistant to the Superintendent for Operations.</p> <p>In the interests of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in the various schools be standardized whenever possible.</p> <p>Opportunity shall be provided to as many responsible suppliers as possible to do business</p>	

**POLICY NO. 611
PURCHASES BUDGETED**

with the School District. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.

No purchase request will be honored unless made on a District-approved requisition form that has the necessary approval.

Upon the placement of a purchase order, **the Assistant to the Superintendent for Operations** shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

School Code
Federal Statute

511, 751, 807.1
Act 38 of 1990