# Policy Guide

**POLICY NO. 611**  
**PURCHASES BUDGETED**

<table>
<thead>
<tr>
<th>1. Purpose</th>
<th>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.</th>
<th>SC 751</th>
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<td>2. Authority</td>
<td>All purchases that are within budgetary limits, and were originally contemplated within the budget, may be made upon authorization of the Director of Fiscal Services with the approval of the Superintendent and Board. <strong>All purchases are to be made in accordance with the District's purchasing requirements manual.</strong> Confirming purchase orders shall be limited only to emergency situations and <strong>must be</strong> preapproved by the Director of Fiscal Services.</td>
<td>SC 807.1</td>
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<td>3. Guidelines</td>
<td>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. Opportunity shall be provided to as many responsible suppliers as possible to do business</td>
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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 Director of Fiscal Services shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

School Code  511, 751, 807.1
Federal Statute  Act 38 of 1990