



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	First Reading
Adopted	April 22, 1981
Last Revised	June 17, 2013
Last Reviewed	February 14, 2022

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 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 Purchasing Agent, Director of Business Operations, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **the bid thresholds in the law, as published annually,** in which case prior approval by the Board is required. [\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the Building Principal, Superintendent and/or Director of Business Operations/Board Secretary 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. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

In the interest of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in the various schools or units thereof be standardized whenever possible.
2. Opportunity be provided to as many responsible suppliers as possible to do business with the school district. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless made on a district approved purchase order that has the necessary approval.

The Board recognizes its position as a major purchaser in this community and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the district from established local merchants.

Legal

1. 24 P.S. 751
 2. 24 P.S. 807.1
 3. 24 P.S. 609
- 24 P.S. 508