



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	Second Reading
Adopted	January 9, 2025

### **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 shall 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, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **the statutory bidding threshold**, in which case prior approval by the Board is required. [\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the

{X} building principal,

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. [\[1\]](#)[\[2\]](#)[\[3\]](#)

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Legal [1. 24 P.S. 751](#)  
[2. 24 P.S. 807.1](#)  
[3. 24 P.S. 609](#)  
[24 P.S. 508](#)