

EPHRATA AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: November 19, 1990

REVISED: March 21, 2016

| 611. PURCHASES BUDGETED | |
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| 1. Authority SC 751, 807.1 | 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. |
| 2. Delegation of Responsibility SC 609, 751, 807.1 | All purchases that are within budgetary limits may be made upon authorization of the Business Manager, who is the district's designated Purchasing Agent, unless the contemplated purchase is for more than the amount in accordance with current law, in which case prior approval by the Board is required. |
| SC 609, 751, 807.1 | All purchase order requests must be referred to the Business Manager, 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. |
| | References: School Code – 24 P.S. Sec. 508, 609, 751, 807.1 |