

LEBANON SCHOOL DISTRICT

POLICY: 611
SECTION: FINANCES
TITLE: PURCHASES BUDGETED
ADOPTED: July 18, 1994
LAST REVISED: January 20, 2020

611. PURCHASES BUDGETED

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 shall be made in a manner that ensures the best interests of the district.¹

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$20,600, in which case prior approval by the Board is required.²

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.³

Guidelines

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

1. Items commonly used in the various schools and buildings be standardized whenever possible.
2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. 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 through the standard district requisition process that has the necessary

¹ 24 P.S. 751, 807.1.

² 24 P.S. 508, 609, 751, 807.1.

³ 24 P.S. 508, 609, 751, 807.1.

approval(s).

Upon the placement of a purchase order, the Purchasing Agent shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.