

SUN AREA TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: August 15, 2002

REVISED: February 20, 2014

	611. PURCHASES BUDGETED
1. Authority SC 751, 807.1	It is the policy of the Joint Operating Committee 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 center.
2. Delegation of Responsibility SC 609, 751, 807.1	All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Joint Operating Committee Secretary, and/or Administrative Director unless the contemplated purchase is for more than \$19,100, in which case prior approval of the Joint Operating Committee is required.
SC 751, 807.1	All purchase order requests must be referred to the Business Manager and Administrative Director, who shall check whether the proposed purchase is subject to bid, and whether sufficient funds exist; and whether the material might be available elsewhere in the school.
	References:
	School Code – 24 P.S. Sec. 609, 751, 807.1, 1850.1