

SUN AREA TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: August 15, 2002

REVISED:

612. PURCHASES NOT BUDGETED	
<p>1. Authority SC 609, 610, 1850.1</p> <p>SC 609, 666, 687</p>	<p>The laws of the state and the interests of the community require fiscal responsibility by the Joint Operating Committee in the operation of the center. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the center.</p>
<p>2. Guidelines Pol. 611</p>	<p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Joint Operating Committee in the last nine (9) months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.</p> <p>Under normal conditions, planned purchases that would exceed the amount appropriated by no more than \$500 may be placed in accordance with Joint Operating Committee policy by the Administrative Director, provided a sufficient amount is available in some other category of the budget for transfer by the Joint Operating Committee to cover the purchase. When the proposed purchase would exceed the appropriation by more than \$500 and up to as much as \$2500, such orders may only be placed by the Administrative Director upon the approval of the Joint Operating Committee.</p> <p>In the event of emergency, which exists whenever the time required for the Joint Operating Committee to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized by the Joint Operating Committee Secretary and the Chairperson.</p>