

SOUTHERN LEHIGH SCHOOL DISTRICT
SECTION: FINANCES | POLICY NO. 611: PURCHASES BUDGETED
ADOPTED: OCTOBER 28, 2024

611: PURCHASES BUDGETED	
1. Authority 24 P.S. 751 24 P.S. 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. Guidelines 24 P.S. 751 24 P.S. 807.1 24 P.S. 609 24 P.S. 508	<p>All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Director of Business Services, and/or Superintendent, unless the contemplated purchase is for more than [\$23,200]¹, in which case prior approval by the Board is required.</p> <p><i>[¹ Indicates values for 2024</i></p> <p>All purchase order requests must be referred to the Director of Business Services, 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.</p> <p>The Department of Labor and Industry will publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin and changed without the necessity of further action by the Board of School Directors.</p>