

**SOUTHERN LEHIGH SCHOOL DISTRICT**

**SECTION: FINANCES | POLICY NO. 612: PURCHASES NOT BUDGETED**

**ADOPTED: OCTOBER 28, 2024**

612: PURCHASES NOT BUDGETED	
1. Purpose	The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the district.
2. Authority 24 P.S. 607 24 P.S. 609 24 P.S. 631 24 P.S. 687 Pol. 611	When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board 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.
3. Guidelines	<p>In the event of an emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten the continuance of existing school classes, a purchase order may be authorized by the Director of Business Services.</p> <p>When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.</p> <p>Any expenditure in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.</p>