



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611 Vol VI 2025
Status	
Legal	1. 24 P.S. 751 2. 24 P.S. 807.1 3. 24 P.S. 609 24 P.S. 508

Authority

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.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **\$24,500**, in which case prior approval by the Board is required.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the

- Purchasing Agent,
- department head,
- building principal,
- Superintendent,

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.[\[1\]](#)[\[2\]](#)[\[3\]](#)

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