

COLONIAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: REQUISITIONS/PURCHASE
ORDERS

ADOPTED: 12/9/65

REVISED: 02/18/2016

611. REQUISITIONS/PURCHASE ORDERS	
<p>1. Authority SC 751, 807.1</p>	<p>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 and its students and community members.</p>
<p>2. Delegation of Responsibility SC 609, 751, 807.1</p>	<p>All purchases that are within budgetary limits and were originally contained within the budget may be made upon authorization of the Business Administrator.</p>
<p>3. Guidelines</p>	<p>All requisitions must be approved and cleared through the business office's internal control process. Purchase requisitions are approved based on submitted budget request forms as part of the budget preparation process and adopted by the Board. All purchases must be approved at the various levels of the internal control process to ensure items are part of the general fund budget, in accordance with the Pennsylvania Department of Education's chart of accounts and sufficient budgetary funds are available.</p>