

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: November 9, 1995

REVISED: August 11, 2005

Palmyra Area School District

612. PURCHASES NOT BUDGETED	
1. Purpose SC 609	<p>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 are hereby adopted to insure that public funds are not disbursed in amounts in excess of the appropriations provided this district.</p>
2. Authority SC 609 666, 687 (d)	<p>When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made in the last nine months of the fiscal year by the Board if it is apparent that the necessary surplus funds do exist in another appropriation and if the procedures specified in the School code are followed.</p>
3. Guidelines Pol. 611	<p>Under normal conditions, planned purchases that would exceed the amount appropriated may be placed following the Board's normal policy (Pol. 611) by the Business Manager provided a sufficient amount is available in some other category of the budget for transfer by the Board to cover the purchase.</p> <p>Without prior approval of the Board, the Superintendent is authorized to make expenditures of less than \$1,000.00 for which appropriation has been made.</p> <p>All expenditures of \$1,000.00 or more require the approval of the Finance Committee.</p> <p>Any expenditures 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 purchases.</p>