EASTON AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: September 21, 2006

REVISED:

	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 SC 609, 666, 687	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	In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase may be authorized by the Superintendent or designee.
	When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.
	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 purchase.
	<u>Board Contract Approvals</u>
SC 427, 433, 508	Except as specified in this policy, all contracts where the amount involved exceeds $100 shall require approval of the Board, evidenced by the affirmative vote of a majority of all members of the Board, and all such contracts shall be signed by the Board President and Board Secretary, as required by law.

Pol. 611	The Board shall delegate to the Superintendent or designee the authority to approve/negotiate and sign, on behalf of the Board, contracts representing an immediate need and all contracts that do not require written quotations or bids, provided that all such executed contracts shall be placed on the next available Board agenda for ratification by the Board. A summary list of contracts dealt with by the Superintendent or designee will be provided to the Board no later than the nearest scheduled meeting following the Superintendent's or designee's actions.
Pol. 610	Should quotations or bids be required, the Superintendent or designee, along with the Board solicitor, will review the contract and place it on the next available Board agenda for approval by the Board.
School Code 609, 666, 687	
Board Policy 611	