

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: FINANCES
TITLE: PURCHASES BUDGETED
ADOPTED: MAY 26, 2010
REVISED:

<p>1. Authority SC 751, 807.1, 964</p> <p>2. Delegation of Responsibility</p> <p>SC 751, 807.1</p> <p>SC 774, 808</p>	<p style="text-align: center;">611. PURCHASES BUDGETED</p> <p>It is the policy of the Board when funds are available all purchases contemplated within the current budge and not subject to bid shall be made in a manner that ensures the best interests of the Intermediate Unit.</p> <p>All purchase for budgeted items shall be processed through the designated administrator or appropriate program supervisor.</p> <p>All purchase order requests must be approved by the designated administrator or program supervisor. The requests shall then be forwarded to the Chief Financial Officer or appointed Purchasing Agent for final approval and processing.</p> <p>The Chief Financial Officer or Purchasing Agent 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 Intermediate Unit.</p> <p>No materials, services, or equipment shall be purchased from a vendor who is actively employed by the Intermediate Unit in any capacity. Exceptions must be reviewed and approved by the Executive Director or designee.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 774, 807.1, 808, 964</p>
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