

CHARTERS-HOUSTON SCHOOL DISTRICT

Policy No.: 606

Section: Finances

POLICY GUIDE

Title: PURCHASES NOT
BUDGETED

Adopted: 3/20/00

Revisions Adopted: _____

POLICY NO. 606

PURCHASES NOT BUDGETED

1. PURPOSE

The laws of the Commonwealth 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.

2. AUTHORITY

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, if the procedures specified in the School Code are followed and if it can be demonstrated the proposed expenditure would be educationally warranted in the current fiscal year.

3. GUIDELINES

Under normal conditions, planned purchases that would exceed the amount appropriated by no more than \$500 may be placed following the Board's normal policy 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.

In the event of an emergency, (which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten the continuance of existing school classes) a purchase order may be authorized by the Superintendent.

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.