

# POLICY

Rochester Community Schools  
Rochester, Michigan 48307

FINANCES  
6421/Page 1 of 1

## PURCHASES BUDGETED

It is the policy of the Board that the budget be considered a controlled spending plan for the ensuing year. The Superintendent/designee is authorized to make expenditures and commitments in accordance with the specific policies of the Board and the regulations of the District.

The Board directs the establishment of procedures for the purchase of budgeted goods and services that will make prudent use of District resources and yield the maximum value for the School District. The Superintendent/designee shall authorize all purchases that are within the limited resources of the budget controller, the corresponding function, and are consistent with the purpose for which funds were appropriated.

A purchase order may not be placed until the Superintendent/designee has determined whether the proposed purchase is subject to bid, whether sufficient funds exist within the function, and whether the goods are available elsewhere in the District.

When a purchase order is placed, the Superintendent/designee shall commit the expenditure against a specific budgeted function in order to guard against the creation of expenditures in excess of appropriations.

Adopted: March 2, 1970  
Revised: June 4, 1984  
Revised: December 21, 1992  
Revised: August 4, 1997