

*Expenditures Within the Budget*

A bidding schedule will be prepared by the Board Secretary early in August setting forth dates for the receipt, opening and analysis of bids for supplies and equipment. The major portion of all supplies and equipment will be purchased as a result of this bidding which must be authorized and opened by action of the Tredyffrin/Easttown Board of School Directors and after analysis, recommended to the Board for purchase. Continuing purchase of supplies (not included in the above) at various times during the school year may be done in accordance with Section 807.1 of the Pennsylvania School Code, with the distinct understanding that all Principals/Directors must keep an accurate record of expenditures within categories according to their own budget allotments. No Principal/Director shall knowingly make any expenditure exceeding budgetary allotment without the express approval of the Superintendent or the Secretary of the Board.

Textbooks and library books may be ordered directly by the Principals'/Directors' offices within budget limitations, but only after careful checking of prices in order to obtain the best possible discounts. The Principals/Directors are cautioned to reserve sufficient funds in this budget category to take care of the expense of transportation of textbooks to the school system.