

Williamson County Board of Education

**Adopted Date:**

11/14/78
Rev. 3/19/01
Editorial 5/22/14

2.808

PURCHASE ORDERS AND CONTRACTS

- 1 All purchases made by the district shall be by purchase order or formal contract except as
- 2 otherwise provided in these policies.
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- 4 All purchase orders for necessary supplies, services, and equipment shall be issued by the
- 5 Superintendent of Schools or his designee. No purchase shall be made, nor payment approved,
- 6 unless covered by an approved purchase order, nor shall bills be submitted to the Board for
- 7 approval unless purchased by approved orders.
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- 10 All purchase orders must contain the estimated price of the purchase.
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- 12 All purchase orders shall be carefully controlled including: numbering and dating of purchase
- 13 order, storage of blank forms and purchase order copies and requisition copies, accounting for
- 14 purchase orders, the distribution system, and the information contained on purchase orders.
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- 16 Purchase orders will be issued only by the Business Office.
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- 19 Emergency purchase order authorization may be obtained by telephone from Central Office.
- 20 Requests for emergency purchase must be justified in writing on Requisition Forms as soon as
- 21 practicable.
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- 23 Items purchased on behalf of the school system without purchase authorization become the
- 24 responsibility of the purchaser.
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