

### PURCHASING PROCEDURES

- A. Purchase orders for each school building will be prepared as per the Purchasing Manual by the building principal. All other purchase orders will be prepared by the Business Office after the submission of an approved requisition.
- B. Purchase orders will include:
  - 1. A specification of the item which adequately describes to the supplier the item requested, a catalog or other identification number, or such information necessary to clearly identify the item;
  - 2. A firm, quoted, net delivered price whenever possible, and prices shown both per unit and as extended;
  - 3. Clear delivery instructions;
  - 4. Budgetary account number; and
  - 5. Signature of approving authority.
- C. Purchase orders will be prepared in sets of five copies--one copy to be retained by originator.
- D. After a purchase order has been issued, if the need should arise to write to the supplier about the order, a letter will be prepared by the principal for signature by the Business Administrator/Board Secretary, and the original and one copy forwarded to the Business Office for processing and transmittal.

**Source:** Regular Board Meeting

**Date:** August 20, 1986

**Revised:** September 13, 1995

**Revised:** June 28, 2006

